



Welcome KSIS End of Year Training

April 30, 2014

8:30 a.m. (CST) / 9:30 a.m. (EST)



Welcome and Housekeeping

Becky Jenkins

KIDS, Division of Enterprise Data

EILA Credit / Lync Assistance

▶ EILA Eligible Training

- Registered participants are eligible for EILA credit. Online training evaluation survey must be completed for credit to be awarded.
- If participating in a group setting, email a sign-in list to Linda Burton.

▶ Lync Assistance

- If you need assistance with your Lync connection, audio or visual settings, contact the KETS Service Desk:
 - (502) 564-2002 (local)
 - (866) 538-7435 (toll free)
 - Email: ketshelp@education.ky.gov
- ***Important: Meeting link should be opened using Internet Explorer, not Chrome or Firefox.***

Questions and Information

- ▶ **Have a question for the presenter?** Post it in the Lync chat window and it will be answered during the Question and Answer period at the end of the session.
- ▶ **Have a technical issue?** Contact the KETS Service Desk.
 - (502) 564-2002 (local)
 - (866) 538-7435 (toll free)
 - Email: ketshelp@education.ky.gov
- ▶ **Presentations from today's End of Year Training**
 - Available online:
<http://education.ky.gov/districts/tech/sis/Pages/KSIS-Training.aspx>

KSIS End of Year Training: Agenda

Start	End	Session	Presenter
9:30	9:35	Welcome and Housewarming	Becky Jenkins KIDS, Division of Enterprise Data
9:35	10:05	LEP 2013–14 Data Cleanup and Extract	Gary Martin ONGL, Division of Learning Services
10:05	10:50	Special Education End of Year Reporting	Nick Easter ONGL, Division of Learning Services
10:50	11:05	<i>Break</i>	
11:05	11:35	2013–14 Gifted and Talented End of Year Data Cleanup and Reporting	Kathie Anderson ONGL, Division of Learning Services
11:35	12:00	Other Current Topics	DeDe Conner, Director KIDS, Division of Enterprise Data
12:00	1:00	<i>Break</i>	
1:00	1:45	SAAR EOY Training	Cheri Meadows OAS, Division of District Support Steve Young OAS, Division of District Support
1:45	2:15	Health Reports	Garnetta Barnette OAS, Division of District Support Karen Erwin OAS, Division of District Support
2:15	2:45	Amended Calendar Submission	Cheri Meadows Garnetta Barnette
2:45	3:00	Other Resources and Closing	Becky Jenkins



LEP 2013–14 Data Cleanup and Extract

Gary Martin, EL (Title III) Consultant
Office of Next Generation Learners
Division of Learning Services

EOY Training Information

- ▶ Importance of LEP Extract Data Accuracy
- ▶ Critical Errors and Data Clean-up
- ▶ LEP Extract
- ▶ Secure File Upload

Purpose of LEP Extract

- ▶ **Title III Allocations**
- ▶ **SEEK Funding**



KDE Title III – EL/LEP and Immigrant Funding Allocation Process Timeline

May 1–31

- Districts run IC LEP Extract and clean up LEP and Immigrant Data
- District LEP extracts uploaded:
<https://applications.education.ky.gov/login/>

June 1

- LEP and Immigrant counts pulled by KDE from Infinite Campus State & data compiled; Data compared with District secure file upload to verify accuracy

June

- Division of Budgets calculates tentative allocations of Title III
- LEP count sent to Division of Budgets for SEEK funding calculations



3 Types of Critical Errors that make LEP Count inaccurate

- ▶ No LEP Service Type
- ▶ No LEP Instructional Accommodations
- ▶ Home Language: 0400 English

There are errors and/or warnings in the extract (See below) [Click Here](#) to generate the reports

Error/Warning Table of Contents: (If warning/error count is 0, there are no warnings/errors to report.)

[Critical Error: The following records do not have a selection of at least one LEP Service type which overlaps the date range specified in the extract editor. These students will NOT be included in the LEP extract.](#) (Number of Records:3)

[Critical Error: The following records do not have a selection of Instructional Accommodation. These students will NOT be included on the LEP extract.](#) (Number of Records:3)

[Critical Error: The following records have a Home Language selection of 0400: English. These students will NOT be included on the LEP extract.](#) (Number of Records:1)

[Warning: The following records have a Home Language selection of 1630: Other. The students will be included on the LEP extract.](#) (Number of Records:18)

Warning: Home Primary Language is set to Native American, but Native American Language is not selected. These students will be included on the LEP extract. (Number of Records: 0)

Warning: Native American Language is selected, but Home Primary Language is not set to Native American. These students will be included on the LEP extract. (Number of Records: 0)

Critical Error: The following records do not have a selection of at least one LEP Service type which overlaps the date range specified in the extract editor. These students will NOT be included in the LEP extract. (Number of Records:3)

SchoolNumber	SchoolName	StateStudentID	LastName	FirstName	MiddleInitial
0	COUNTY HIGH SCHOOL				
09999	COUNTY HIGH SCHOOL				
09999	COUNTY HIGH SCHOOL				

Critical Error: The following records do not have a selection of Instructional Accommodation. These students will NOT be included on the LEP extract. (Number of Records:3)

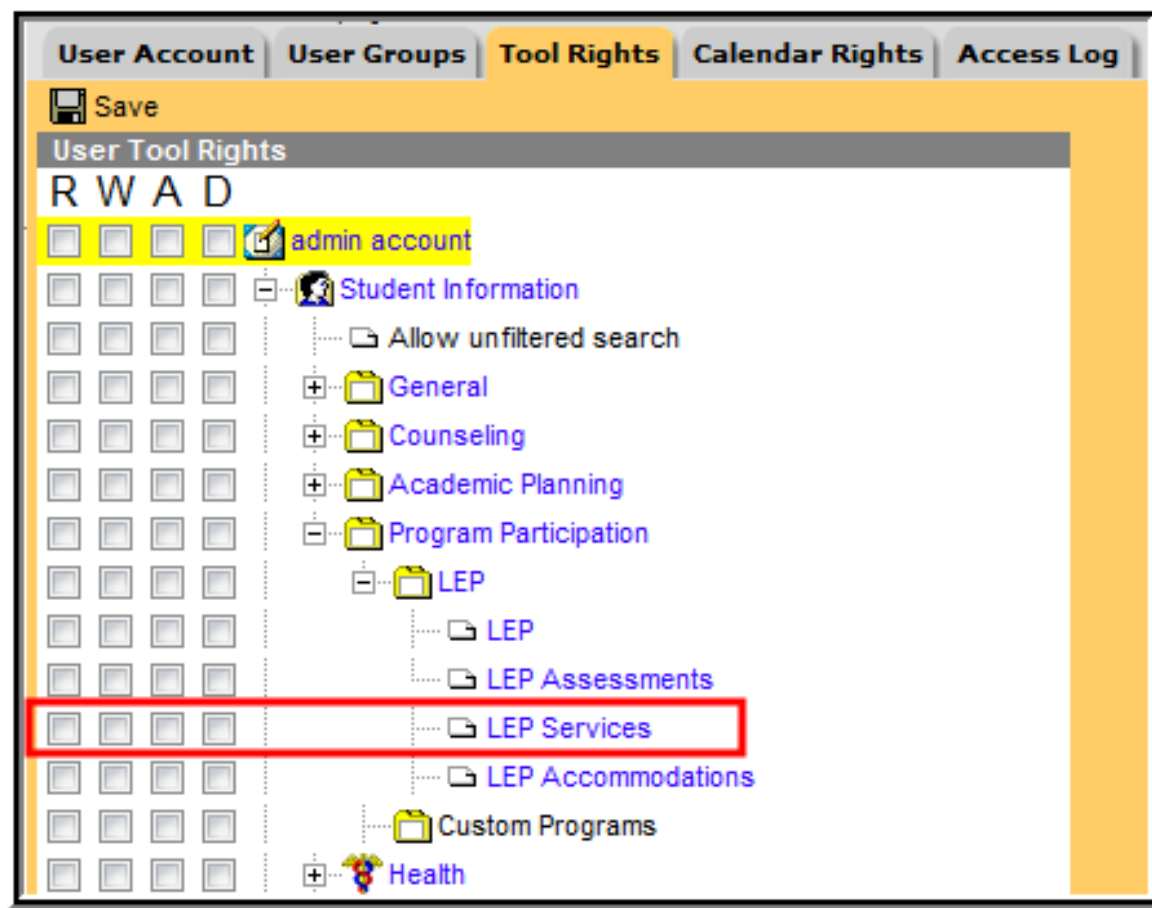
SchoolNumber	SchoolName	StateStudentID	LastName	FirstName	MiddleInitial
0	COUNTY HIGH SCHOOL				



Correcting LEP Service Type Critical Errors



LEP Services



Program Participation > LEP > LEP Services > Detail Editor

The screenshot shows a web application interface for managing LEP Services. At the top, there are four tabs: 'LEP', 'LEP Assessments', 'LEP Services' (which is active), and 'LEP Accommodations'. Below the tabs are three buttons: 'New' (highlighted with a red box), 'Save', and 'Delete'. The main content area is divided into two sections. The top section, titled 'LEP Services', contains a table with the following data:

Service Type	Start Date	End Date
SEI: Sheltered English Instruction	08/03/2011	

The bottom section, titled 'LEP Services Detail', is highlighted with a red box and contains the following fields:

- *Start Date**: A date input field with a calendar icon.
- End Date**: A date input field with a calendar icon.
- *Service Type**: A dropdown menu.
- ☐ **Parent Refused Services**: A checkbox with a label.
- Date Refused:**: A date input field.
- Comments**: A text area with a vertical scrollbar.

LEP Start Date

Grade: 11 #5979 DOB: 12/21/1996 Gender: M

LEP LEP Assessments LEP Services LEP Accommodations

+ New Save Delete

Service Type	Start Date	End Date
SEI: Sheltered English Instruction	08/03/2011	

LEP Services Detail

*Start Date

April 2014

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10




Today

Comments

LEP Service Type

Grade: 11 #5979 DOB: 12/21/1996 Gender: M

LEP LEP Assessments **LEP Services** LEP Accommodations

 New  Save  Delete

Service Type	Start Date	End Date
SEI: Sheltered English Instruction	08/03/2011	


LEP Services Detail

*Start Date
04/15/2014

End Date




*Service Type

- CAT: Content area tutoring
- CBE: Content-Based ESL
- DBE: Developmental Bilingual Education
- HLA: Heritage Language
- POE: Pull-Out ESL Resource
- SEI: Sheltered English Instruction
- SEN: Structured English Immersion
- TBE: Transitional Bilingual Education
- TWt: Two-Way Immersion




Parent Refuses Services


LEP LEP Assessments **LEP Services** LEP Accommodations


 New  Save  Delete

Service Type	Start Date	End Date
SEI: Sheltered English Instruction	08/03/2011	


LEP Services Detail

***Start Date**
04/15/2014 

End Date


***Service Type**
SEI: Sheltered English Instruction 

☒ **Parent Refused Services**

Date Refused: 

Comments




April 2014

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Today


End Dating LEP Services


LEP LEP Assessments **LEP Services** LEP Accommodations

 New  Save  Delete

Service Type	Start Date	End Date
SEI: Sheltered English Instruction	08/03/2011	

LEP Services Detail

*Start Date
04/15/2014 

End Date
04/16/2014 

April 2014

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Today

Correcting Accommodations Critical Errors






LEP Accommodations

The screenshot displays the Infinite Campus interface for configuring user rights. At the top, the 'Infinite Campus' logo is visible. Below it, a navigation bar includes dropdowns for 'Year' (11-12), 'School' (Central High School), and 'Section' (01) MA0155-1 Algebra 1 B. The main heading is 'User Group: CHS Other'. Below this, there are four tabs: 'User Group', 'Tool Rights' (which is active), 'Calendar Rights', and 'Membership Summary'. A 'Save' button is located above a table with columns 'R', 'W', 'A', and 'D'. The table lists various system tools and their permissions. The 'LEP Accommodations' row is highlighted with a red rectangle. Other tools listed include 'account', 'Student Information', 'Allow unfiltered search', 'General', 'Counseling', 'Academic Planning', 'Program Participation', 'LEP', 'LEP Assessments', 'LEP Services', 'Custom Programs', 'Health', 'Medicaid', 'PLP', 'Special Ed', 'Student Locator', and 'Reports'.

	R	W	A	D	Tool
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	account
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student Information
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Allow unfiltered search
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Counseling
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Academic Planning
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Program Participation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LEP
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LEP
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LEP Assessments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LEP Services
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LEP Accommodations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Custom Programs
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Health
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Medicaid
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PLP
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Special Ed
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student Locator
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reports


Program Participation > LEP > LEP Accommodations > Detail Editor


LEP LEP Assessments LEP Services **LEP Accommodations**

 New  Save  Delete

LEP Accommodations			
Name	Type	Start Date	End Date
SL-A: Simplified Language	A	09/20/2012	
SL-I: Simplified Language	I	09/20/2012	
AMT-I: Adapted Materials/Technology	I	09/20/2012	
ET-I: Extended Time	I	08/03/2011	
ET-A: Extended Time	A	08/03/2011	

LEP Accommodations Detail

*Start Date
 

End Date
 




*Accommodation Type

Comments

LEP Accommodations Start Date

Grade: 11 ID: 1234567890 DOB: 12/27/1990 Gender: M


LEP LEP Assessments LEP Services **LEP Accommodations**

 New  Save  Delete

LEP Accommodations			
Name	Type	Start Date	End Date
SL-A: Simplified Language	A	09/20/2012	
SL-I: Simplified Language	I	09/20/2012	
AMT-I: Adapted Materials/Technology	I	09/20/2012	
ET-I: Extended Time	I	08/03/2011	
ET-A: Extended Time	A	08/03/2011	

LEP Accommodations Detail

*Start Date



April 2014

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Today

LEP Accommodation Type

INSTRUCTIONAL (I)

- RTE-I: Read Text in English (I)
- SB-I: Scribe Responses (I)
- BED-I: Bilingual or English Dictionary (I)
- PC-I: Prompting / Cueing (I)
- VO-I: Provide Visuals / Organizers (I)**
- SP-I: Use Spellcheck (I)
- CO-I: Provide Content Objectives (I)
- AC-I: Engage in Acad. Conv. (I)
- MC-I: Meta-Cognitive Strategies (I)
- ONLS-I: Oral Native Language Support (I)
- RTP-I: Read Text in Primary Language (I)
- ET-I: Extended Time (I)
- SGSF-I: Sm. Group/Sing. Form Test (I)
- AMT-I: Adapted Materials/Technology (I)
- PL-I: Link Instruct. to Prior Learning (I)
- BK-I: Build Background Knowledge (I)
- SR-I: Scaffold Responses (I)
- BEG-I: Bilingual or English Glossary (I)
- SL-I: Simplified Language (I)
- AT-I: Assistive Technology (I)
- API-I: Adapt Pace of Instruction (I)
- CS-I: Use Computer / Software (I)
- MC-L: Model Lang/Task Completion (I)
- LO-I: Provide Language Objectives (I)
- IO-I: Interaction Opportunities (I)

ASSESSMENT (A)




- RLC-A: Reader (w/limited conditions) (A)
- BED-A: Bilingual/English Dictionary (A)

Comments

A red arrow points to the bottom of the list.


End Dating Accommodations


LEP LEP Assessments LEP Services **LEP Accommodations**

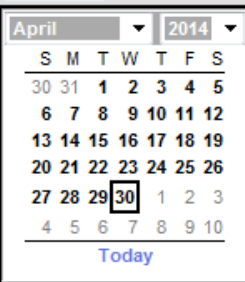
 New  Save  Delete

Name	Type	Start Date	End Date
SL-A: Simplified Language	A	09/20/2012	
SL-I: Simplified Language	I	09/20/2012	
AMT-I: Adapted Materials/Technology	I	09/20/2012	
ET-I: Extended Time	I	08/03/2011	
ET-A: Extended Time	A	08/03/2011	

LEP Accommodations Detail

*Start Date
04/15/2014 

End Date
04/30/2014 



April 2014

S M T W T F S

30 31 1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30 1 2 3

4 5 6 7 8 9 10

Today

Home Language Errors/Warnings

Critical Error: The following records have a Home Language selection of 0400: English. These students will NOT be included on the LEP extract. (Number of Records:2)

SchoolNumber	SchoolName	StateStudentID	LastName	FirstName	MiddleInitial
023	Knox County Middle School	2			
430	Jesse D Lay Elementary School	30			

Warning: The following records have a Home Language selection of 1630: Other. The students will be included on the LEP extract. (Number of Records:1)

SchoolNumber	SchoolName	StateStudentID	LName	FName	MiddleInitial
410	Knox Central High School				

Critical Error: Home Language 0400: English (will not pull data)

Warning: Home Language 1630: Other (will pull data)



Census > People

CIITS

- ▼ Student Information
 - General
 - Counseling
 - Academic Planning
 - ▼ Program Participation
 - LEP
 - Custom Programs
 - Health
 - Medicaid
 - ILPA
 - PLP
 - Special Ed
 - Student Locator
 - Reports
- ▼ Instruction
 - ▼ Census
 - My Data
 - Staff Request Processor
 - People**
 - Households
 - Addresses
 - Portal Request Processor
 - Add Person
 - Add Household
 - Add Address

School Choice | Credentials | Overrides | Fees | Pro Dev | Pro Dev Totals | ID History

Demographics | Identities | Households | Relationships | Enrollments | District Employment | District Assignments

Save | Delete | Person Summary Report | Demographics Data

Person Information

PersonID: 5979

*Last Name: CRISTOBAL | *First Name: DOCTOR | Middle Name: | Suffix: ▼

*Gender: Male | *Birth Date (Age: 17): 12/21/1996 | Soc Sec Number: - - -

No Image Available

Race/Ethnicity (Edit)

State Race/Ethnicity: 1:Hispanic/Latino
Federal Designation: 1:Hispanic/Latino
Race(s): White
Hispanic/Latino: Y:Yes
Race/Ethnicity Determination: 04:Unknown

Birth Country: ▼

Date Entered US: | Date Entered US School: | Birth Certificate: |

Original KY School Entry: |

Home Primary Language: Spanish (1380) x ▼

Native American Language: Select a Value ▼

Nickname: |

Comments: |

Upload Picture

- Modified by: Unknown

Person Identifiers

Local Student Number: 5979

Home Primary Language

Demographics | Identities | Households | Relationships | Enrollments | District Employment

Save | Delete | Person Summary Report | Demographics Data

Person Information

PersonID: 5979

*Last Name: CRISTOBAL | *First Name: DOCTOR | Middle Name: | Suffix:

*Gender: Male | *Birth Date (Age: 17): 12/21/1996 | Soc Sec Number: - - -

Race/Ethnicity (Edit)

State Race/Ethnicity: 1:Hispanic/Latino
Federal Designation: 1:Hispanic/Latino
Race(s): White
Hispanic/Latino: Y:Yes
Race/Ethnicity Determination: 04:Unknown

Birth Country:

Date Entered US: | Date Entered US School: | Birth Certificate:

Original KY School Entry:

Home Primary Language: Native American (1025)

Native American Language

Select a Value

- N000: Other
- N001: Abnaki
- N002: Achimawi
- N003: Ahtena
- N004: Alabama
- N005: Aleut
- N006: Algonquin
- N007: Apache
- N008: Arapaho
- N009: Araucanian
- N010: Arikara
- N011: Athapascan
- N012: Atsina
- N013: Atsugewi

Upload Picture

- Modified by: Unknown

Person GUID: 473442CA-E7CB-4806-BF1D-412C5BD8861C

Home Primary Language

School Choice Credentials Overrides Fees Pro Dev Pro Dev Totals ID History

Demographics Identities Households Relationships Enrollments District Employment

Save Delete Person Summary Report Demographics Data

Person Information

PersonID: 5979

*Last Name: CRISTOBAL *First Name: DOCTOR Middle Name: Suffix:

*Gender: Male *Birth Date (Age: 17): 12/21/1996 Soc Sec Number:

No Image Available

Race/Ethnicity (Edit)

State Race/Ethnicity: 1:Hispanic/Latino
Federal Designation: 1:Hispanic/Latino
Race(s): White
Hispanic/Latino: Y:Yes
Race/Ethnicity Determination: 04:Unknown

Birth Country:

Date Entered US: Date Entered US School: Birth Certificate:

Original KY School Entry:

Home Primary Language: Albanian (0050)

Native American Language:

Nickname:

Comments:

Upload Picture

- Modified by: Unknown

Person Identifiers

Local Student Number: 5979

Date Entered U.S.


School Choice Credentials Overrides Fees Pro Dev Pro Dev Totals ID History


Demographics Identities Households Relationships Enrollments District Employment

Save Delete Person Summary Report Demographics Data

Person Information


PersonID: 5979


*Last Name: CRISTOBAL *First Name: DOCTOR Middle Name: Suffix: 


*Gender: Male *Birth Date (Age: 17): 12/21/1996 Soc Sec Number: 


Race/Ethnicity (Edit)


State Race/Ethnicity: 1:Hispanic/Latino
Federal Designation: 1:Hispanic/Latino
Race(s): White
Hispanic/Latino: Y:Yes
Race/Ethnicity Determination: 04:Unknown


Birth Country: 


Date Entered US: Date Entered US School: Birth Certificate: 


Home Primary: 

Albanian (

Native Amer 

Select a V 

Nickname: 

Comments: 

Upload Picture

- Modified by: Unknown

Date Entered US Calendar:

April 2014

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Today

Student Records Transfer

Releasing District & User

District	301 Knox County	Name	System Administrator	Username	admin
Release Date	10/12/2012	Work Phone		Email	administrator@knox.kyschools.us
Comments	None.				

Status: Records released.

Transfer Documents

- Transcript
- Census Contact Summary
- Extended Census Summary
- Enrollment History
- Schedule
- Attendance Period Detail
- Assessment Summary
- Behavior Summary
- Health Condition Summary
- Health Screening Summary
- Health Immunization Summary
- court report card
- Knox Central High School Current Trimester grade
- Knox Central Mid-Term
- Knox Central--Nine Weeks--current term only
- IEP
- Special Ed Evaluation
- IEP Documents
- PLP
- PLP Documents
- LEP
- LEP Services
- LEP Accommodations

Data imports

- Transcript Import Wizard
- Extended Census Import Wizard
- Enrollment History Import Wizard
- Assessment Import Wizard
- Immunization Import Wizard
- Health Condition Import Wizard
- Health Screening Import Wizard
- IEP Import Wizard
- Special Ed Evaluation Import Wizard
- Special Ed Documents Import Wizard
- PLP Import Wizard
- PLP Documents Import Wizard
- KY State Reporting Import Wizard
- LEP Import Wizard

Generating the Report

There are errors and/or warnings in the extract (See below) [Click Here](#) to generate the reports

Error/Warning Table of Contents: (If warning/error count is 0, there are no warnings/errors to report.)

Critical Error: The following records do not have a selection of at least one LEP Service type which overlaps the date range specified in the extract editor. These students will NOT be included in the LEP extract. (Number of Records: 0)

Critical Error: The following records do not have a selection of Instructional Accommodation. These students will NOT be included on the LEP extract. (Number of Records: 0)

Critical Error: The following records have a Home Language selection of 0400: English. These students will NOT be included on the LEP extract. (Number of Records: 0)

Warning: The following records have a Home Language selection of 1630: Other. The students will be included on the LEP extract. (Number of Records: 0)

Warning: Home Primary Language is set to Native American, but Native American Language is not selected. These students will be included on the LEP extract. (Number of Records: 0)

Warning: Native American Language is selected, but Home Primary Language is not set to Native American. These students will be included on the LEP extract. (Number of Records: 0)

LEP Extract

Error/Warning Table of Contents: (If warning/error count is 0, there are no warnings/errors to report.)

Critical Error: The following records do not have a selection of at least one LEP Service type which overlaps the date range specified in the extract editor. These students will NOT be included in the LEP extract. (Number of Records: 0)


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Warning: The following records have a Home Language selection of 1630: Other. The students will be included on the LEP extract. (Number of Records: 0)

Warning: Home Primary Language is set to Native American, but Native American Language is not selected. These students will be included on the LEP extract. (Number of Records: 0)

Warning: Native American Language is selected, but Home Primary Language is not set to Native American. These students will be included on the LEP extract. (Number of Records: 0)



Do you want to open or save LEP.csv from icuat.education.ky.gov?

LEP Extract – Save As Excel

The screenshot shows the Microsoft Excel interface with the following details:


- Title Bar:** LEP extract 177 October 2013_10032013_134959 - Microsoft Excel
- Ribbon:** File, Home, Insert, Page Layout, Formulas, Data, Review, View.
- Font Group:** Calibri, 11, Bold, Italic, Underline, Text Color, Background Color, Font Style.
- Paragraph Group:** Bullets, Numbered, Decrease Indent, Increase Indent, Line and Paragraph Spacing, Orientation, Text Alignment.
- Alignment Group:** General, Center, Left, Right, Justify, Merge & Center, Wrap Text.
- Number Group:** General, Currency, Percentage, Fraction, Decimals, Thousands Separator, Comma Separator.
- Styles Group:** Conditional Formatting, Format as Table, Cell Styles.
- Cells Group:** Insert, Delete, Format.
- Editing Group:** AutoSum, Fill, Clear, Sort & Filter, Find & Select.

The spreadsheet grid shows the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	DistrictNu	DistrictNa	StateStud	SchoolNu	SchoolNa	LastName	FirstName	MiddleIni	BirthDate	StateGrad	Gender	Race/Ethn	HomeLang	NativeAm	Immigran	Migrant	Refugee	Enrollmer	Enrollmer
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
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Secure File Upload

Kentucky.gov KY Agencies | KY Services

 **KENTUCKY DEPARTMENT OF EDUCATION**
Every Child Proficient and Prepared for SUCCESS



Web Applications Login


Applications >> Logged in as: [GMARTIN2] Logout

- K**
[KEPS](#)
- S**
[Secure File Transfer \(EL Coordinator upload\)](#)
- U**
[User Info Editor](#)
- W**
[Web Security Administrator \(WSA\)](#)



District Selection

Kentucky.gov KY Agencies | KY Services

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English Language Coordinator – Secure File(s) Upload

English Language Home >> Logged in as: [GMARTIN2] | Logout

District Selection

Please select the district for which you wish to upload files:

Adair County

Adair County

Allen County

Anchorage Independent

Anderson County

Ashland Independent

Augusta Independent

Ballard County

Barbourville Independent

Bardstown Independent

Barren County

Bath County

Beechwood Independent

Bell County

Bellevue Independent

Berea Independent

Boone County

Bourbon County

Bowling Green Independent

Boyd County

Boyle County

Bracken County

Breathitt County

Breckinridge County

Bullitt County

Burgin Independent

Butler County

Caldwell County

Calloway County

Campbell County



Campbellsville Independent

Select District

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Upload the File

[Kentucky.gov](#)KY Agencies | KY Services

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English Language Coordinator – Secure File(s) Upload

English Language Home>> Logged in as: [GMARTIN2] | Logout

District Selection

Please select the district for which you wish to upload files:

Please use the "Browse" button below to locate the file you wish to upload.

After clicking the "Browse" button:

1. Select the location you have saved the file to on your computer from the drop-down list.
2. Double-click on the file's name.
3. Click on the "Upload Your File" button.

**** Files that are larger than 50MB may time out while being uploaded.**

***Any data previously submitted under the name of the file chosen will be over-written.**

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Contact and Resource Information

gary.martin@education.ky.gov

<http://education.ky.gov/specialed/EL/Pages/Data-Collection-Reporting-and-Monitoring-for-Immigrant-and-LEP.aspx>





Special Education End of Year Reporting

Nick Easter Ed.D, Systems Consultant IT
Office of Next Generation Learners
Division of Learning Services

Special Education EOY Manual

- ▶ 2014 EOY Training Manual
- ▶ <http://education.ky.gov/specialed/excep/Documents/2014%20EOY%20Training%20Manual.doc>

Checklist for Submission of End of Year Reports

Due Date to KDE June 16, 2014

All *End of Year Special Education Reports* should be submitted via the Secure File Transfer Web Application. NOTE: Do not send reports via email

- ☐ Indicator11&13 Spreadsheet

Due Date to KDE July 31, 2014

All *End of Year Special Education Reports* should be submitted via the Secure File Transfer Web Application. NOTE: Do not send reports via email

- ☐ SPEDExit12 *Special Education Exit Report*
- ☐ IAES_2014 *End of Year IAES Reporting (excel spreadsheet provided)*



Discipline for Special Education

- ▶ Beginning this year Special Education Discipline Data will be collected using the Safe Schools Report.
- ▶ District Safe Schools Coordinators will run the report and send to the Superintendent for verification of the data. KDE will then extract data from the IC state data warehouse.



KDE Custom Discipline Reports

PATH: KY State Reporting > KDE Reports > SPED EOY Behavior Data

- ▶ **Removal Report:** Report of behavior removals of Special Education students from their regular setting; this includes SSP3 (out of school suspension) and INSR (In-School Removal)
- ▶ **Expulsion Report:** Report of behavior resolutions of SSP1 (Expulsion, Receiving Services) and SSP2 (Expulsion, not Receiving Services). This report includes ALL students (special education and regular education)



IAES – Unilateral Removals

- ▶ Interim Alternative Educational Setting (IAES): An appropriate setting determined by the child's ARC (IEP team) in which the child is placed for no more than 45 school days.
- ▶ 2013–2014 EOY IAES Reporting

IAES – Unilateral Removals

- ▶ Discipline – Section 1 *Removals by School Personnel*
- ▶ **Unilateral Removal:** Instances in which school personnel (not the ARC/IEP team) order the removal of children with disabilities from their current educational placement to an appropriate interim alternative educational setting for not more than 45 school days.

IAES – Unilateral Removals

- ▶ Discipline Data – Section 2 *Removals by Hearing Officer*
- ▶ This list should include special education students who were removed from school to an IAES by a Hearing Officer in which the Reason for Removal is *‘Likely Injury to Self or Others’*.
- ▶ Upon completion of this spreadsheet document submit via the Secure File Transfer (DoSE upload).

Indicator 11 & 13 Spread Sheet

The Compliance Indicator Data Report (also known as the Indicator 11 & 13 spreadsheet) must be submitted to KDE via the Secure File Upload Option and to your Regional Cooperative Director no later than Midnight on Monday, June 16, 2014.



Indicator 11

The screenshot shows the Infinite Campus software interface for generating a Special Education (SpEd) Evaluation Detail report. At the top, there are three dropdown menus: 'Year' set to '13-14', 'School' set to 'All Schools', and 'Calendar' set to 'All Calendars'. Below these are three tabs: 'Index', 'Search', and 'Help'. The 'Index' tab is active, showing a left-hand navigation menu with various reporting categories. Under 'KY State Reporting', there is a sub-menu 'KDE Reports' which is expanded, listing numerous reports. 'SpEd_Evaluation_Detail' is highlighted in the list. The main content area on the right displays the title 'SpEd Evaluation Detail' and two informational messages: 'The report may take several minutes to render. Please do not click Generate Report More than once.' and 'This report pulls special education evaluation information initial evaluations that have occurred during the selected calendar year.' At the bottom right of the main area is a 'Generate Report' button.

Year 13-14 School All Schools Calendar All Calendars

Index Search Help < SpEd Evaluation Detail

▼ KY State Reporting

► Edit Reports

▼ KDE Reports

At Risk ADM(prior to 2011-1

Benchmark Report

Calendar Summary

CIITS Roles

EOC Assessment

Gifted and Talented Detail

Gifted Benchmark Report D

KEES Audit

KEES Eligibility

KY Student Health Screenin

Missing or Invalid Course St

Persistence_to_Graduation\

Restraint or Seclusion

Schedule Gap

SEEK At Risk ADM

SPED EOY Behavior Data

SpEd_Evaluation_Detail

Student Census

Student Voice - Educator Ex

The report may take several minutes to render. Please do not click Generate Report More than once.

This report pulls special education evaluation information initial evaluations that have occurred during the selected calendar year.

Generate Report

This year there has been a change to Indicator 11. Due to the addition of the new KDE custom report in Infinite Campus that pulls initial eligibility information. This means that Districts no longer need to do random record reviews for Indicator 11.

Indicator 13

- ▶ The process for Indicator 13 had not changed.
- ▶ Indicator 13 For students who have reached the age of 16 and older, all requirements (a–i) are met. (Record Review items 49 a–i)
Complete Record Reviews for 10% of files with a minimum of 10 and no more than 50.
- ▶ The Compliance Indicator Data Report must be submitted to KDE via the Secure File Upload Option and to your Regional Cooperative Director no later than Midnight on Monday, June 16, 2014



Special Education Exiting Report

To be included on the special education exiting report, a student must:

- ▶ Be 14 years of age as of December 1 of the reporting year;
- ▶ Have a special education status of active or active/referred on either the first school day of the reporting year OR the last school day of the previous year and anticipated to return (no show);
- ▶ Have a special education status other than Active/Active Referred on the last school day of the reporting year.



Special Education Exiting Report

- ❖ Special Ed Status on first day of instruction must be A: Active or AR: Active Referred and at time of exiting changed to I: Inactive
- ❖ Special Ed Exit Status – select the reason the student is no longer receiving Special Education and Related Services
 - 01: Transfer to Regular Ed
 - 02: Graduated with a Diploma
 - 03: Alternative High School Diploma
 - 04: Maximum Age
 - 05: Deceased
 - 06: Moved, Known to Continue
 - 07: Dropped Out
- ❖ Special Ed Exit Date – Enter the date student withdrew from district or was released from special education. If the student exits by withdrawing from the district, this date should match the end status date on the Enrollment section.

The screenshot shows a web form titled "Special Ed Fields". It contains several input fields and checkboxes. Three specific fields are highlighted with red rectangular boxes:

- Special Ed Status:** A dropdown menu currently showing "I: Inactive".
- Special Ed Exit Status:** A dropdown menu currently showing "01: Transferred to Regular Education".
- Special Ed Exit Date:** A date field showing "1/15/2012" with a calendar icon.

Other visible fields include "Full Funding" (checkbox), "Primary Disability" (text field with "07: Emotional Behavior Disability"), "Secondary Disability" (text field), "Setting" (dropdown menu showing "6C: (age 6-21) <40% of the day general ed programs"), and "Date Eligible but Refused" (date field).

Special Education Exiting Report

PATH: KY State Reporting > Special Ed Exit Report

- ❖ Extract should include ALL Schools

11-12

11-12 CENTRAL ELEMENTARY SCH
11-12 DEWITT ELEMENTARY SCHOO
11-12 Flat Lick Elementary Sch
11-12 G R Hampton Elementary S
11-12 GIRDLER ELEMENTARY SCHOO
11-12 Jesse D Lay Elementary S
11-12 KNOX APPALACHIAN SCHOO
11-12 Knox Central High School
11-12 Knox County Learning Aca
11-12 Knox County Middle Schoo
11-12 LYNN CAMP ELEM
11-12 LYNN CAMP HIGH

To include all schools select first school in list, hold shift key and select last school in the list.

- ❖ Extract options
 - Effective Date = 6/30/2014
 - Format = State Format {CSV}
- ❖ Generate Extract

Special Education Exiting Report

- ❖ **WA01:** the following record(s) contain an 'Exit Status' but not an 'Exit Date' OR contains an 'Exit Date' but not an 'Exit Status'.

districtNumber	SchoolNumber	SSID	LastName	FirstName	Grade	SpedExitStatus	spedExitDate
301	150						2011-04-30 00:00:00.0

Resolution:

- *Select appropriate Exit Status **and/or***
- *Enter Exit Date*

- ❖ **WA02:** the following record(s) contain a Special Education 'Status' of Active or Active/Referred **AND** an appropriate 'End Status', but do not contain a corresponding Special Education 'Exit Status' or 'Exit Date'.

districtNumber	SchoolNumber	SSID	LastName	FirstName	Grade	SpedExitStatus	spedExitDate
301	022						

Resolution:

- *Special Education status should be 1: Inactive;*
- *Select appropriate Exit Status; **and***
- *Enter Exit Date*

Contacts

- ▶ Nick Easter
- ▶ nick.easter@education.ky.gov
- ▶ Ginger Meade
- ▶ Ginger.meade@education.ky.gov



2013-14 GT End of Year Data Cleanup and Reporting

Kathie Anderson, GT Consultant
Office of Next Generation Learners
Division of Learning Services

GT End of Year Reporting Timeline

May 1 –
May 31

- Data cleanup and correction

June 1–6

- GT Coordinator uploads GT Detail Report and Summative Evaluation to Secure File Server

June 7

- KDE pulls GT Detail Report and compares data for missing student.
- KDE begins to review Summative Evaluation



Permissions and Support Staff

- ▶ Permissions are granted through the District Technology Administrator
- ▶ Only Gifted and Talented Coordinator (GTC) should upload reports
- ▶ Support staff may assist in generating reports, data cleanup and correction

Newly Identified GT Students

- ▶ Do **not** enter students who will not be served in 2014
- ▶ Wait until after **uploading GT Detail Report** to enter students who will begin services Fall 2014

Ad Hoc Reports for Data Cleanup












Year School Calendar

Index Search Help < **Data Export Wizard**

► Fees
► Grading & Standards
► Medicaid
► Programs
▼ **Ad Hoc Reporting**
Filter Designer
Data Viewer
Letter Designer
Letter Builder
Data Export
Data Analysis

This wizard will dump the result of a filter into a data file (csv, tab delimited, xml) or a simple list report.

Saved Filter

-  **State Published**
-  student G&T Invalid General Intellectual Ability
-  student G&T Invalid gifted category
-  student G&T Invalid Primary Talent Pool
-  student G&T Invalid Specific Academic Aptitude
-  student HEALTH Audit Grade 00 with no Physical I
-  student HEALTH Audit Grade 00 with no Vision Ex
-  student HEALTH Audit Grade 06 w/no Physical Ex
-  student Health conditions and 6 or more absence e
-  student HEALTH-Grade 00 Dental Screenings
-  student HEALTH-Grade 00 Physical Exam

Pick an Export Format

- ☒ HTML list report
- ☐ XML
- ☐ Delimited values (CSV)
- ☐ Fixed width
- ☐ PDF report

Special Considerations

According to the gifted regulations, personnel should take into account environmental, cultural, and disabling conditions which may mask a child's true abilities such as:

- 1) An exceptional child (IEP)
- 2) Disadvantaged
- 3) Underachieving

☐ Self-contained classrooms, 4-12

General Intellectual Ability Evidence:

☐ Anecdotal records

☒ Checklist inventories (underachieving or disadvantaged)

01: Cognitive Abilities Test
02: Test of Cognitive Skills (CTBS)
03: Kaufman Int. Test
04: Naglieri
05: Otis-Lennon School Ability Test
06: Raven Progressive Matrices
07: Stanford Binet
08: WISC
09: Woodstock Johnson
10: Other

General Intellectual Ability Evidence:

<input type="checkbox"/> Anecdotal records	<input type="checkbox"/> Behavioral checklist inventories
<input checked="" type="checkbox"/> Checklist inventories (underachieving or disadvantaged)	<input type="checkbox"/> Collection of evidence from portfolios
<input type="checkbox"/> Continuous progress data	<input type="checkbox"/> High performance on intellectual assessment
<input type="checkbox"/> Informal assessment	<input type="checkbox"/> Nominations-Peer
<input type="checkbox"/> Nominations-Self or petition	<input type="checkbox"/> Observation of applied advanced reasoning ability
<input type="checkbox"/> Primary review committee recommendation	<input type="checkbox"/> Referrals/Recommendation-Parent
<input checked="" type="checkbox"/> Referrals/Recommendation-Teacher	<input type="checkbox"/> Student awards or critiques
<input type="checkbox"/> 9th stanine on comp. test of intellectual ability	<input checked="" type="checkbox"/> Other, Specify <input type="text" value="Exceptional"/>

Kentucky Department of Education

Gifted and Talented Record Transfer

Year School

Index Search Help <

System Administrator

- ▶ Student Information
- ▶ Instruction
- ▶ Census
- ▶ Behavior
- ▶ Health
- ▶ Attendance
- ▶ Scheduling
- ▶ Fees


District Notices
No district notices at this time.

School Notices
No school notices at this time.

Process Inbox

Date Range to Display

Delete Selected Messages

<input type="checkbox"/>		Process	Name
<input type="checkbox"/>		Records Transfer	Transfer Release 

More Student Record Transfer

Status: Records released.

Transfer Documents		Data imports
Transcript	IEP	Transcript Import Wizard
Census Contact Summary	Special Ed Evaluation	Extended Census Import Wizard
Extended Census Summary	Special Ed Documents	Enrollment History Import Wizard
Enrollment History	PLP	Assessment Import Wizard
Schedule	PLP Documents	Immunization Import Wizard
Attendance Period Detail	ILPA	Health Condition Import Wizard
Assessment Summary	ILPA Documents	Health Screening Import Wizard
Behavior Summary	LEP	IEP Import Wizard
Health Condition Summary	LEP Services	Special Ed Evaluation Import Wizard
Health Screening Summary	LEP Accommodations	Special Ed Documents Import Wizard
Health Immunization Summary		PLP Import Wizard
		PLP Documents Import Wizard
		ILPA Import Wizard
		ILPA Documents Import Wizard
		KY State Reporting Import Wizard
		LEP Import Wizard

Gifted & Talented Status

*Gifted Category: 05: Specific Academic Aptitude-Math

*Year Identified: 2007 *Start Date: 08/01/2007 End Date:

Gifted Declined Services: ☐

Gifted Underachieving: ☐

Service Delivery Options:

☐ Various Acceleration Options

☐ Early exit from Primary ☐ Grade skipping ☐ Subject Area Higher Grade Level

☐ Dual Enrollment Courses ☐ Dual Credit Courses ☐ Early exit from high school

☐ Advanced Placement and Honors Courses

☒ Collaborative Teaching and Consultation Services

☐ Special Counseling Services

☐ Differentiated study experiences in the classroom

☐ Differentiated individual study ☐ Differentiated for Cluster groups

☐ Distance learning

☐ KVHS courses ☐ Video courses ☐ Other online course

☒ Enrichment services (school day)

☐ Independent study

☐ Mentorships

☒ Resources services

☐ Pull-out setting ☒ Appropriate instructional setting ☐ Consortium

☐ Seminars

☐ Travel study options

☐ Special schools, 4-12

☐ Self-contained classrooms, 4-12

Attendance Transferred Summary From Last Enrolled District

Present	Absences	Unexcused Absences	Excused Absences
88.00	2.0	0.0	2.0
Tardies	Unexcused Tardies	Excused Tardies	
1	1	0	
Absent Events Unexcused	Absent Events Excused		
0	2		
EHO Absence	AFD Absence	AFR Absence	ATA Absence
0.00	0.00	0.00	0.00

Save

GT Data Entry Screen

- This screen will be displayed when you import the data from the “KY State Importing Wizard”
- Click “Save” to save the record
- It is **very** important that the Enrollment personnel notify Gifted and Talented staff of new Gifted and Talented students to the district

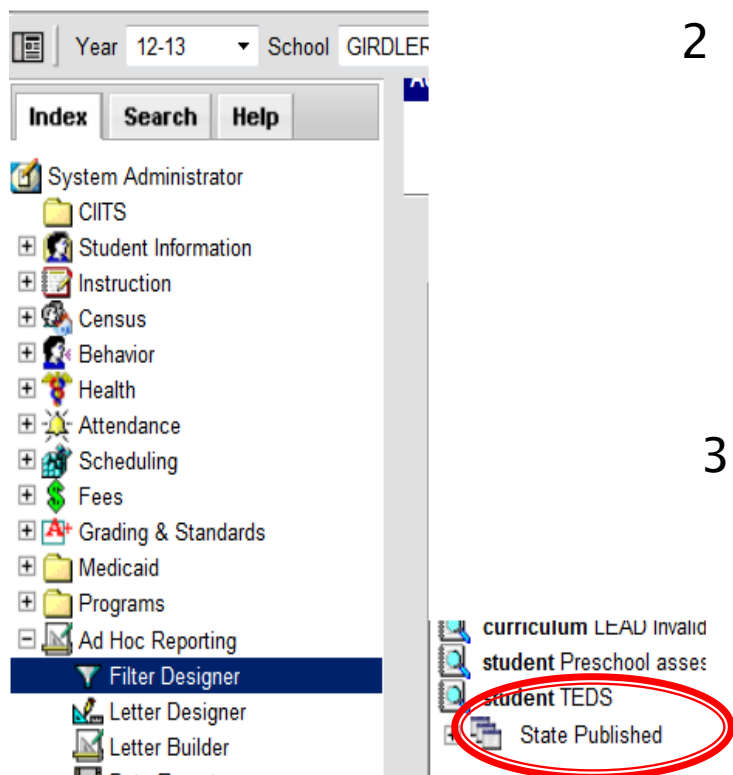


End Dating Primary Talent Pool Records

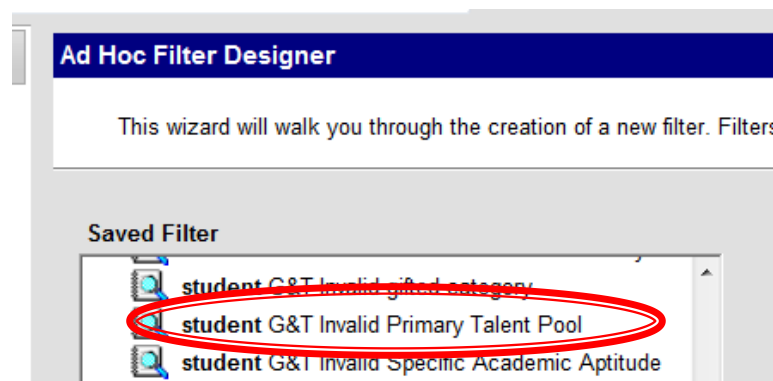
- ▶ **IMPORTANT:** You may end date PTP records at any time. The GT Detail report does not look at end dates, but does look for active enrollment.

Correcting Primary Talent Pool Records

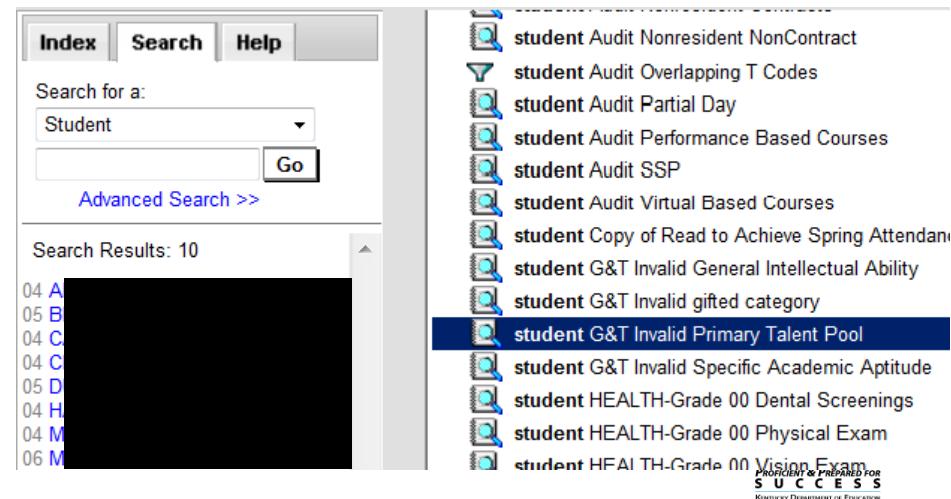
1



2



3



Correcting PTP Records

Year: 12-13 School: GIRDLER ELEMENTARY SCHOOL Campus Community

Index Search Help

Search for a: Student Go

Advanced Search >>

Search Results: 10

04 AE
05 BR
04 CA
04 CE
05 DU
04 HA
04 ME
06 ME

Grade: 04 DOB: Gender: F Team: KNORR, KELLIE

Pre-School Title 1 Services ESS Attendance Group TEDS Records Request

District Info Report Comments Tier 1 Documentation DPP

Summary Enrollments Schedule Attendance Flags Grades Transcript

Credit Summary Assessment Behavior Transportation Fees Lockers Graduation

Athletics AdHoc Letters Waiver Records Transfer Gifted & Talented FRYSC

Add Gifted & Talented

Start Date	End Date	Year Identified	Category
05/15/2009		2009	Primary Talent Pool

Click to open record

Gifted & Talented Status

*Gifted Category: 12: Primary Talent Pool

*Year Identified: 2014

*Start Date: 10/01/2011

End Date:

☐ Gifted Declined Services

☐ Gifted Underachieving

Service Delivery Options:
(At least 2 Service Delivery Option checkboxes must be selected)

☐ Various Acceleration Options

☐ Early Exit from Primary ☐ Grade Skipping ☐ Subject Area Higher Grade Level

☐ Dual Enrollment Courses ☐ Dual Credit Courses ☐ Early Exit from High School

☐ Advanced Placement and Honors Courses

Type in end date



GT Detail Report

- ▶ Must send report for funding
- ▶ Student level data
- ▶ Overall student total
- ▶ Category totals
- ▶ Compare with other district lists
- ▶ Only the GT Coordinator (GTC) uploads to Web Application Administration Point of Contact (WAAPOC) site
- ▶ <https://applications.education.ky.gov/Login/>



GT Detail Report

Year 13-14 School All Schools Calendar All Calendars

Index Search Help <

Surveys

KY State Reporting

Edit Reports

KDE Reports

At Risk ADM(prior to 2011-12)

Benchmark Report

Calendar Summary

CIITS Roles

EOC Assessment

Gifted and Talented Detail

Gifted Benchmark Report DE

KEES Audit

KEES Eligibility

KY Student Health Screening

Missing or Invalid Course StateCod

Persistence_to_GraduationV2

Restraint or Seclusion

Schedule Gap

SEEK At Risk ADM

SPED EOY Behavior Data

SpEd_Evaluation_Detail

Gifted and Talented Detail

The reports may take several minutes to render. Please do not click Generate Report More than once.

The Gifted and Talented Detail provides a list of students that have been identified in one or more of the gifted categories for students in grades 4-12. This report will pull students who have a Primary Talent Pool status and who are in grades Kindergarten through third grade. The count will also provide data for students regarding twice exceptionality, English Language Learners, gender and ethnicity.

Click here for the GT Detail Report

Click only once, may take several minutes to generate

Generate Report

GT Detail Report

https://icuat.education.ky.gov/staging/main.xsl

Infinite Campus

File Edit View Favorites Tools Help

State of the States 2012-2... Suggested Sites Gifted and Talented Reso... Kentucky Association for ... Google KYSE Login Login Scrambled staging Site Lo...

Infinite Campus District Edition Sandbox Test Site

Year 13-14 School Knox County Middle School

Index Search Help

- ▼ KY State Reporting
 - Edit Reports
- ▼ KDE Reports
 - At Risk ADM(prior to 2011-1
 - Calendar Summary
 - CLITS Roles
 - EOC Assessment
- Gifted and Talented Detail**
- KEES Audit
- KEES Eligibility
- Missing or Invalid Course St
- Restraint or Seclusion
- Schedule Gap

Generate Report

Do you want to open or save **report.csv** from **icuat.education.ky.gov**? Open Save Cancel



GT Detail Report

report - Microsoft Excel

report															
A1	Year														
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Year	District_nu	School_nu	District_na	School_na	SSID	Last_name	First_name	gender	Grade	Race_Ethn	LEP_Status	Special_ed	program_5	Creative_c
2	2014	301	23	Knox Coun	Knox Coun	1025			M		8 White	No	No	No	
3	2014	301	23	Knox Coun	Knox Coun	1041			M		8 White	No	No	No	
4	2014	301	23	Knox Coun	Knox Coun	1063			F		8 White	No	No	No	
5	2014	301	23	Knox Coun	Knox Coun	1066			F		8 White	No	No	No	
6	2014	301	23	Knox Coun	Knox Coun	1071			M		7 White	No	No	No	
7	2014	301	23	Knox Coun	Knox Coun	1091			F		8 White	No	No	No	1
8	2014	301	23	Knox Coun	Knox Coun	15			M		7 Hispanic/L	No	No	No	
9	2014	301	23	Knox Coun	Knox Coun	1663			M		8 White	No	No	No	
10	2014	301	23	Knox Coun	Knox Coun	1668			F		8 White	No	No	No	
11	2014	301	23	Knox Coun	Knox Coun	1683			F		7 White	No	No	No	1
12	2014	301	23	Knox Coun	Knox Coun	1686			F		8 White	No	No	No	
13	2014	301	23	Knox Coun	Knox Coun	1689			F		8 White	No	No	No	
14	2014	301	23	Knox Coun	Knox Coun	1690			M		7 White	No	No	No	
15	2014	301	23	Knox Coun	Knox Coun	1698			M		7 White	No	No	No	
16	2014	301	23	Knox Coun	Knox Coun	1712			F		7 White	No	No	No	1
17	2014	301	23	Knox Coun	Knox Coun	1722			M		8 White	No	No	No	
18	2014	301	23	Knox Coun	Knox Coun	1727			F		8 White	No	No	No	1
19	2014	301	23	Knox Coun	Knox Coun	1749			F		7 White	No	No	No	



Missing Student Report

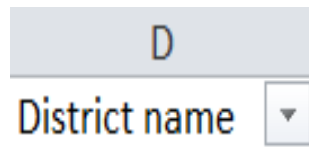
Missing students 482014 without names - Microsoft Excel

G1																
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Year	District	School	District	School	SSID	Grade	Race/E	Creative	General	Psychos	Specific	Specific	Specific	Specific	Visual a
2	2014	1	10	Adair Cour	Adair Cour		11	White	NULL	1	NULL	1	1	NULL	NULL	NULL
3	2014	1	10	Adair Cour	Adair Cour		10	White	NULL	NULL	NULL	NULL	NULL	NULL	NULL	1
4	2014	1	10	Adair Cour	Adair Cour		9	White	NULL	1	NULL	1	NULL	NULL	NULL	NULL
5	2014	1	10	Adair Cour	Adair Cour		10	White	NULL	NULL	NULL	NULL	NULL	NULL	1	NULL
6	2014	1	10	Adair Cour	Adair Cour		12	White	NULL	1	NULL	NULL	NULL	NULL	NULL	1
7	2014	1	14	Adair Cour	Adair Cour		6	White	NULL	1	NULL	1	NULL	NULL	NULL	NULL
8	2014	1	14	Adair Cour	Adair Cour		8	White	NULL	NULL	NULL	1	NULL	NULL	NULL	NULL
9	2014	1	16	Adair Cour	Adair Cour		3	White	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL
10	2014	1	16	Adair Cour	Adair Cour		3	White	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL
11	2014	1	16	Adair Cour	Adair Cour		3	White	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL
12	2014	1	16	Adair Cour	Adair Cour		4	White	1	1	NULL	NULL	NULL	NULL	NULL	NULL
13	2014	1	20	Adair Cour	Adair Cour		2	Two or mc	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL
14	2014	5	10	Allen Cour	ALLEN CO		3	Two or mc	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL
15	2014	5	15	Allen Cour	JAMES E B		7	Hispanic/L	NULL	NULL	NULL	NULL	NULL	NULL	NULL	1
16	2014	5	15	Allen Cour	JAMES E B		7	White	NULL	NULL	NULL	NULL	NULL	1	NULL	NULL
17	2014	5	15	Allen Cour	JAMES E B		8	White	NULL	NULL	NULL	1	NULL	1	1	NULL
18	2014	5	15	Allen Cour	JAMES E B		7	White	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL
19	2014	6	10	Anchorage	Anchorage		7	White	NULL	1	NULL	NULL	NULL	NULL	NULL	NULL

Ready Average: 7.519836957 Count: 9543 Sum: 27673 100%

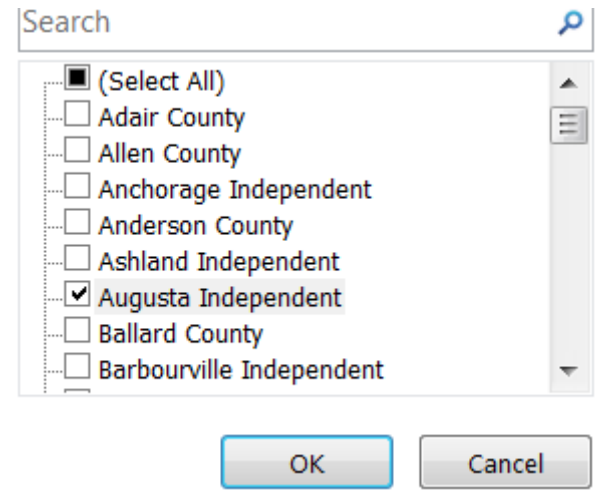
Missing Student Report

1) Click down arrow to filter for district



District name ▼

3) Click in box to select your district

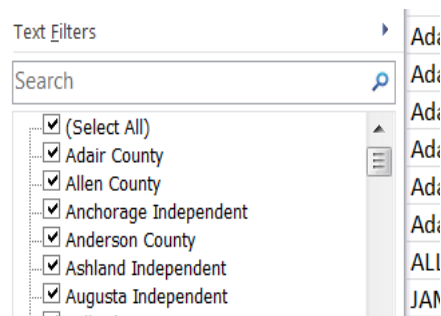


Search

- ☒ (Select All)
- ☐ Adair County
- ☐ Allen County
- ☐ Anchorage Independent
- ☐ Anderson County
- ☐ Ashland Independent
- ☒ Augusta Independent
- ☐ Ballard County
- ☐ Barbourville Independent

OK Cancel

2) Click "Select All" to unselect all districts



Text Filters

Search

- ☒ (Select All)
- ☒ Adair County
- ☒ Allen County
- ☒ Anchorage Independent
- ☒ Anderson County
- ☒ Ashland Independent
- ☒ Augusta Independent

Adi
Adi
Adi
Adi
Adi
Adi
ALL
JAN

Uploading to Secure Site

- ▶ Only GTC should upload
- ▶ Contact Kathie if you need login and/or PW
- ▶ Files are secure
- ▶ Email confirmation sent
- ▶ Web Application Site:
<https://applications.education.ky.gov/Login/>

Web Server Upload Site

https://applications.education.ky.gov/login/

Web Applications Login

Kentucky.gov

KY Agencies | KY Services

KENTUCKY DEPARTMENT OF EDUCATION
Every Child Proficient and Prepared for SUCCESS

Web Applications Login

Home

Welcome!

Please use your user name and password.

If you are having trouble accessing EPSB applications, please contact the **EPSB** Help Desk via e-mail at EPSBHelp@ky.gov.

Quick Links

- Kentucky Department of Education
- KDE Open House
- School Report Card Archive
- Kentucky Testing Reports
- Technology Readiness Survey Reports

Registered Users

User Name:

Password:

If you do not have a KDE web user name, [click here](#) to register.

Before your third try, [click here](#) if you have forgotten your user name and/or password.

If you think your account has been disabled, or for technical support and content issues, please use our [KDE User Help System](#).

Security Disclaimer!

While we take every precaution to protect all information and data you share with us, there are ways you can protect yourself. Always keep your password to yourself and never allow anyone to log in under your user name and password. If you must leave your computer, be sure to save your work and log out of the system.

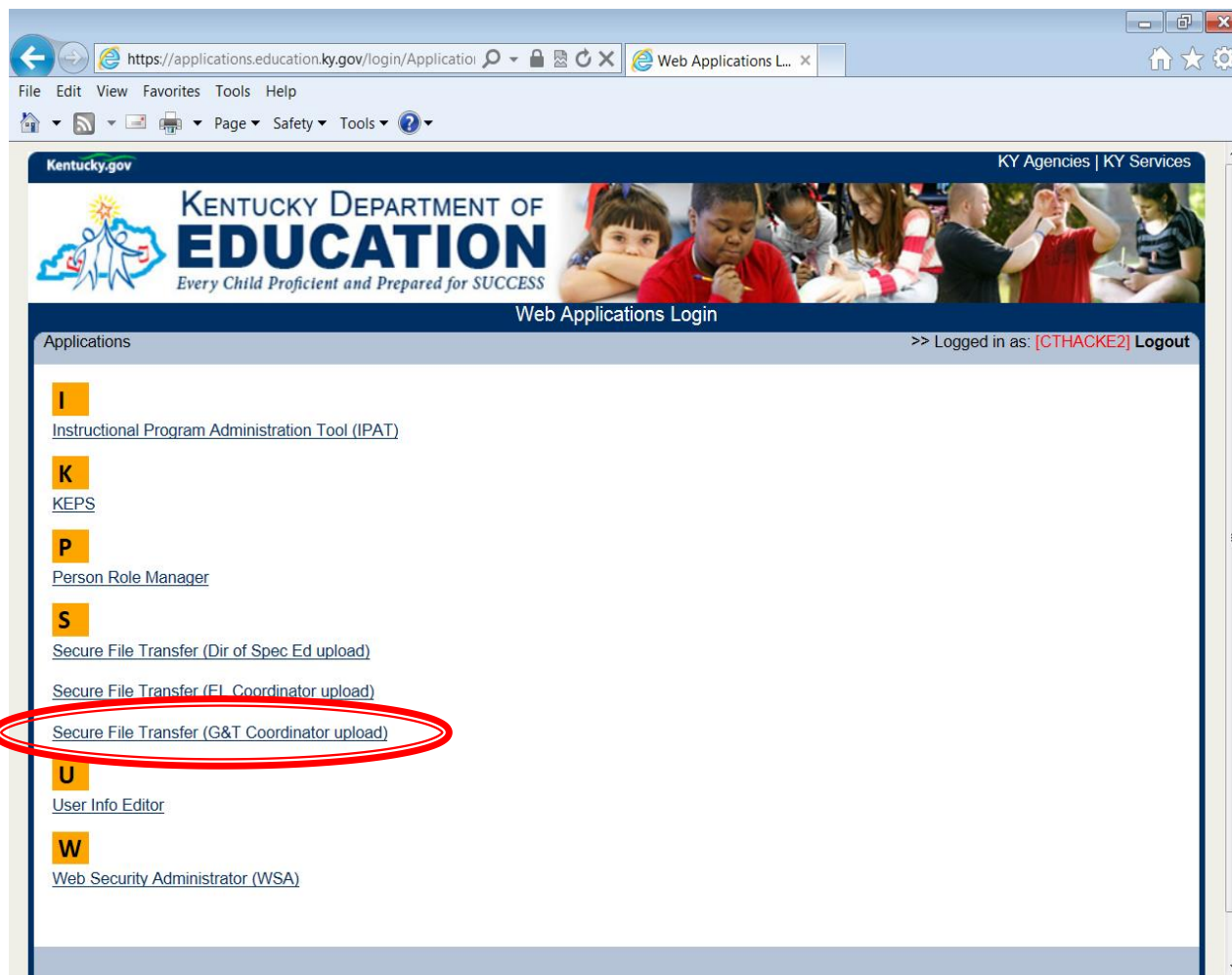
Kentucky
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More Web Server Upload Site



Web Server Upload Cont.

Please use the "Browse" button below to locate the file you wish to upload.

After clicking the "Browse" button:

1. Select the location you have saved the file to on your computer from the drop-down list.
2. Double-click on the file's name.
3. Click on the "Upload Your File" button.

**** Files that are larger than 50MB may time out while being uploaded.**

***Any data previously submitted under the name of the file chosen will be over-written.**

Upload Your File

Site Compatibility

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Data Comparison

- ▶ State and District Editions compared
- ▶ Missing Student list sent to district
- ▶ Discussions of file upload October 1

Gifted Benchmark Report

Year School Calendar

Index Search Help < **Gifted Benchmark Report**

- ▼ KY State Reporting
 - ▶ Edit Reports
- ▼ KDE Reports
 - At Risk ADM(prior to 2011-12)
 - Benchmark Report
 - Calendar Summary
 - CIITS Roles
 - EOC Assessment
 - Gifted and Talented Detail
 - Gifted Benchmark Report**
 - KEES Audit
 - KEES Eligibility
 - KY Student Health Screening
 - Missing or Invalid Course Status
 - Persistence_to_Graduation
 - Restraint or Seclusion
 - Schedule Gap

This report may take several minutes to render. Please do not click Generate Report more than once.

The purpose of these reports is to show Gifted and Talented (GT) students' longitudinal results on major assessments by content area. You may run the report for English, Mathematics, Reading, Science, Social Studies, Writing or Language Mechanics. If the student has state pushed scores for the selected content area on these assessments: K-PREP (grades 3-8), EXPLORE, PLAN, ACT, COMPASS and KYOTE, they will be reported. If multiple scores exist for an assessment, the highest scale score will be reported.

If the student has been formally identified as GT, their Gifted Student Service Plan (GSSP) should match the interventions or service delivery options the student is being offered.

Select Subject

Select Gifted Category

Gifted Benchmark Report Selections

Select Subject

English ▾

English

Language Mechanics

Math

Reading

Science

Social Studies

Writing

Select Gifted Category

Specific Academic Aptitude-Language Arts ▾

Specific Academic Aptitude-Language Arts

Specific Academic Aptitude-Math

Specific Academic Aptitude-Social Studies

Specific Academic Aptitude-Science

General Intellectual Ability

Contact Information

- ▶ Kathie Anderson, GT Consultant
- ▶ Phone: 502-564-4970 ext. 4133
- ▶ Email: kathie.anderson@education.ky.gov





Other Current Topics*

DeDe Conner, Director
KIDS, Division of Enterprise Data

*This presentation is separate and not included in this compilation.



SAAR EOY Training

Cheri Meadows, Branch Manager
Steve Young, Educational Financial Analyst
Office of Administrative Support
Division of District Support

Purpose

The Superintendent's Annual Attendance Report (SAAR) provides year-end attendance information used to calculate the school district's enrollment, membership, average daily membership (ADM), percent of attendance, home and hospital ADA and adjusted average daily attendance (AADA).

Focus Area

The SAAR includes the following information for the entire school year's aggregate days attendance and absence:

- race and gender count
- adjustments for less than full-time attendance (Partial Day)
- nonresident/non-contract
- overage and underage
- virtual/performance based proficient
- eligible suspensions and eligible expulsions
- up to 10 (ten) low attendance days due to weather
- five (5) lowest attendance days.

All information is reported by school, grade level, and by transportation code.



Due Date

The SAAR is due to KDE by June 30. It is strongly encouraged that districts submit and verify their reports as soon as possible.



Adjusted AADA

Adjusted Average Daily Attendance

The AADA calculation no longer divides grade 00 in half. Once the numbers are sent for SEEK calculating, grade 00 will be adjusted at that point.

Kindergarten Retention

If a student is retained in Kindergarten with a 00 for the first year and a 00 for the second year, grade 00 will be adjusted for the second year also.

Record 7 – Aggregate Days Attendance and Absence

State Enrollment Overlap (*Student Information>Reports>State Enrollment Overlap*)

Enrollment overlaps occur when the begin/end dates of one primary enrollment overlap with that of a second primary enrollment record for the same student. **KDE will not process a district SAAR until after all overlaps of more than one day are corrected.**

Review Step: The State Enrollment Overlap report will identify these overlapping records, which should be corrected. *One day overlaps are allowed and should remain within Infinite Campus with the exception of a one day overlap within the same district. Be very careful which enrollment record you end date as attendance and grades are tied to enrollment.*



Record 7 – Aggregate Days Attendance and Absence

Student Schedule Gaps (*KY State Reporting>Edit Reports>Schedule Gap Report*)

This tool is used to locate student schedule gaps. The report shows any days the student has schedule gaps from the enrollment begin date to the withdrawal date (if applicable).

Review Step: Correct any schedule gaps for any dates shown on this report. Perform this for any withdrawn students as well, since they do affect the attendance reports.



Record 7 – Aggregate Days Attendance and Absence

Audit Overlapping T Codes (*Ad Hoc Reporting>Filter Designer>State Published*)

Students with overlapping transportation codes need to be corrected. Run this query for each school.

Note: If the Year is set to the current school year, then the search function for this ad hoc will only find students active within the current year with a T-code overlap. The overlap could be within any school year.

Review Step: Correct any overlapping transportation records.

Record 7 – Aggregate Days Attendance and Absence

Audit Missing T Codes (*Ad Hoc Reporting > Filter Designer > State Published*)

All students should have a T code associated with their school enrollment record. Run the Missing T Code filter for each school.

Review Step: Assign a transportation code and enter a date segment for students. Transportation segments are school specific. An enrollment record at each school should have a transportation record associated with it.



Record 7 – Aggregate Days Attendance and Absence

Close Gaps in Period Schedules (*System Administration > Calendar > Calendar > Periods Tab*)

PeriodSchedule Info

*Name	*Sequence	Instructional Minutes	Standard Day Minutes	School Day
L1	1	400	430	430

Warning: Values in existing attendance records will be updated if you add or delete a period, modify a period's start or end time, or check or uncheck Standard Day. You may experience a delay upon saving these changes.

Period Info

*Name	*Sequence	Start Time	End Time	Non Instructional Time	Non Instructional Period	Standard Day
X 1	1	08:00 AM	09:18 AM	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 2	2	09:18 AM	10:36 AM	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 3	3	10:36 AM	12:16 PM	26	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 4	4	12:16 PM	01:33 PM	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 5	5	01:33 PM	03:10 PM	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X ACT	6	03:10 PM	05:00 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Review Step: Ensure no time gap from period end to period start. Include passing time, lunch time and recess within periods



State Attendance Groups

Audit Partial Day (*Ad Hoc Reporting > Filter Designer > State Published*)

This ad hoc can be used to identify students with a partial day attendance group.

Review Step: Ensure that the setup is correct for partial day students.

State Attendance Groups

Verify start date, start time and end time match the student's IEP (as applicable). Further information on partial day setup is available through the Attendance Group (KY).pdf document that can be downloaded from Campus Community with Infinite Campus (user ID and password required).

Early Learning/Prior Settings

ESS

Attendance Group

TEDS

Report Card

+

 Add Attendance Group

Save

✕

 Delete

Attendance Group

11 13-14 Anderson County High Sch 08/14/2013 (1)

StartDate: 08/14/2013 EndDate:11/07/2013 AttendanceGroup:PAR

Attendance Group

***Enrollment**

13-14 Anderson County High Sch Grade:11 Start:08/14/2013 End:11/07/2013

***Attendance Group**

PAR:Partial Day

***Start Date**

08/14/2013

End Date

11/07/2013

Start Time

12:15 PM

End Time

03:10 PM

Avg Partial Minutes

174

Percent Enrolled

40.5%

Instructional Periods: 08:00 AM - 03:10 PM

* Partial Minutes was auto-calculated based on the maximum scheduled minutes if no start time and end time was specified

* Adding/Changing the start/end time and start/end date will update the attendance records

State Attendance Groups

Missing Enrollment End Status Report (*KY State Reporting > Edit Reports > Missing Enrollment End Status Report*)

This report identifies students who have an enrollment with an end date but no associated end status.

Record 9 – Out of District/Resident Students and Non-Contract Students

Out of District/Resident Students and Non-Contract Students

This report identifies students who are non-resident and have a non-contract agreement:

Ad Hoc Reporting>Filter Designer>State Published >student
Audit Nonresident Non-Contract

Review Step: Verify that non-resident students have a contract on file.

Note: The 'Resident District' value should be maintained by the district to indicate the resident district of any student who does not reside in the district.



Record 9 – Over Age/Under Age Students

Over Age/Under Age (*KY State Reporting > Edit Reports > Over Age/Under Age Report*)

This report identifies underage/overage students for further review

- ▶ Run this report for “All Schools, All Calendars.”

Note: Over age students will not qualify for funding on the SAAR on or after their 21st birthday.



Record 9 – Over Age/Under Age Students

Under Age

There are two categories for Under Age students:

- A Grade 00 student is considered “Under Age” for the entire year if their 5th birthday occurs after October 1st of the reporting year.
- A Grade 01 student is considered “Under Age” for the entire year if their 6th birthday occurs after October 1st of the reporting year.

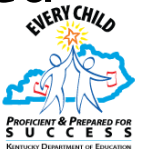
An under age student will not receive funding for the entire year unless they qualify for a waiver and the waiver checkbox is marked on the enrollment tab. This is indicated on the waiver checkbox on the Enrollment tab under State Reporting Fields. The student under age report can be used to verify that students are correctly marked for the waiver.



Suspension Attendance Linkage

Suspension Attendance Linkage (*KY State Reporting > Edit Reports > Suspension Attendance Linkage*)

- ▶ This report identifies those students who were suspended and have invalid data because the attendance data was not entered properly to match a behavior resolution, or the behavior resolution doesn't match attendance data for a state coded suspension.
- ▶ The state suspension code **SSP3** – Out of School Suspension – requires the proper associated state attendance code of S – Suspension matches exactly the date / time of the resolution. There is also the possibility that a user could input the Suspension attendance entry date without having the associated behavior resolution.



Expulsion

Expulsion Attendance Report (*KY State Reporting > Edit Reports > Expulsion Attendance Report*)

This report identifies students who were expelled with state code **SSP2** and have invalid data due to the attendance data not being entered properly to match the start date and/or end date/time for the behavior resolution.

The state Expulsion code **SSP2** for *Expulsion Not Receiving Services* requires that a student have a standard attendance event for Absent / Unexcused that matches exactly the start and end date at the time of resolution.



State Attendance Groups

Audit Home and Hospital (*Ad Hoc Reporting > Filter Designer > State Published*)

This report identifies students in any of the attendance groups

In the example, this query will return any Home and Hospital (HH) students of attendance group = HH.

- ▶ *Review Step:* Ensure the attendance is marked properly for the HH students.

State Attendance Groups

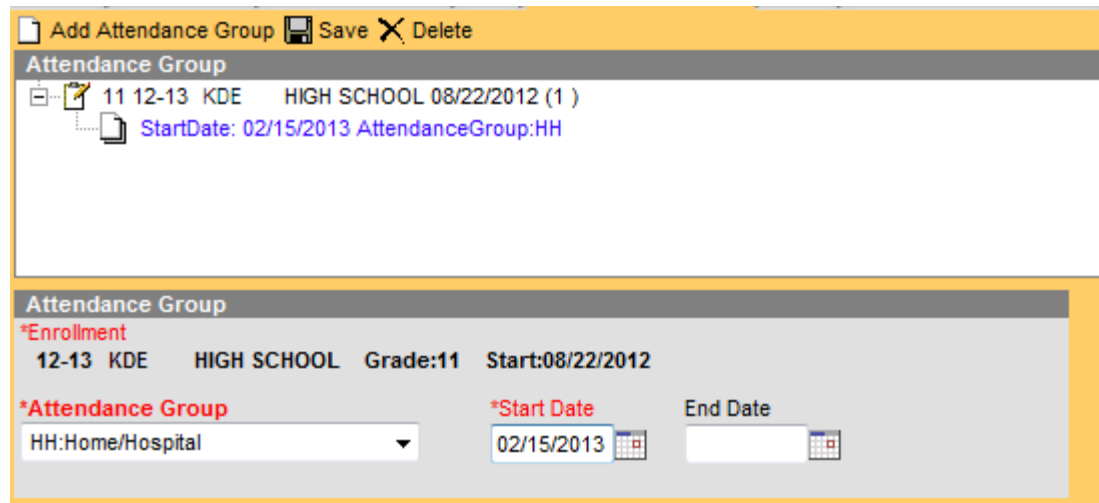
Audit Home and Hospital

- ▶ Use the IC Attendance Wizard to mark the student's attendance as HH from the initial date of entry into the HH program until the end of the school year. (This prevents teachers from taking attendance for a student who is in the HH attendance group).
- ▶ When the student returns to school, remove the HH attendance code using the Attendance Wizard. The student's HH attendance group record should be end dated upon the student's return to the regular school program via the Attendance Group tab.

State Attendance Groups

Home and Hospital

Any student eligible for HH must be put in the HH attendance group to receive full funding through the SEEK.



The screenshot shows a software window titled "Add Attendance Group" with a yellow header bar containing "Add Attendance Group", "Save", and "Delete" icons. Below the header, the "Attendance Group" section displays a tree view with a folder icon, a file icon, and the text "11 12-13 KDE HIGH SCHOOL 08/22/2012 (1)". Below this, a file icon is followed by the text "StartDate: 02/15/2013 AttendanceGroup:HH". The bottom section, also titled "Attendance Group", contains fields for "*Enrollment" (12-13 KDE HIGH SCHOOL Grade:11 Start:08/22/2012), "*Attendance Group" (a dropdown menu showing "HH:Home/Hospital"), "*Start Date" (a date field showing "02/15/2013" with a calendar icon), and "End Date" (an empty date field with a calendar icon).

Note: Districts with a separate HH only school (*i.e.*, 998, 999 schools) must enroll every student in the HH attendance group.

State Attendance Groups

Home and Hospital – Example Ad hoc report:

SSID	Last Name	First Name	Attendance Group	Start Date	End Date
21	G	J	HH	11/14/2008	12/12/2008

Review Step: A qualifying student's attendance is marked as HH from the start date to the end date of their participation in the HH program. Several common errors are shown in the following examples:

Note 1 Example: The student John Goff has HH marked for attendance before the HH start date of 11/14/2008.

Note 2 Example: The student has an end date marked as Absent < Unexcused on 12/12/2008. The correct attendance event should be HH.

Note 3 Example: HH students must be served a minimum of two one-hour sessions per five (5) consecutive instructional days. Student attendance for one missed HH session during the five (5) days must be recorded as an absence of 2.5 instructional days.

Unknown Excused Unexcused Example							
Date	Period						
	H	1	2	3	4	5	7 ACTIVITY
12/12/2008 Fri L2							
12/11/2008 Thu L2	HH	HH	HH	HH	HH	HH	
12/10/2008 Wed L2	HH	HH	HH	HH	HH	HH	
12/09/2008 Tue L2	HH	HH	HH	HH	HH	HH	
12/08/2008 Mon L2	HH	HH	HH	HH	HH	HH	
12/05/2008 Fri L2	HH	HH	HH	HH	HH	HH	
12/04/2008 Thu L2	HH	HH	HH	HH	HH	HH	
12/03/2008 Wed L2	HH	HH	HH	HH	HH	HH	
12/02/2008 Tue L2	HH	HH	HH	HH	HH	HH	
12/01/2008 Mon L2	HH	HH	HH	HH	HH	HH	
11/25/2008 Tue L2	HH	HH	HH	HH	HH	HH	
11/24/2008 Mon L2	HH	HH	HH	HH	HH	HH	
11/21/2008 Fri L2	E	E	E	E	E	E	
11/20/2008 Thu L2	E	E	E	E	E	E	
11/19/2008 Wed L2	E	E	E	E	E	E	
11/18/2008 Tue L2	HH	HH	HH	HH	HH	HH	
11/17/2008 Mon L2	HH	HH	HH	HH	HH	HH	
11/14/2008 Fri L2	HH	HH	HH	HH	HH	HH	
11/13/2008 Thu L2	HH	HH	HH	HH	HH	HH	

Calendar Set-up

Calendar Setup (*System Administration > Calendar > Calendar*)

The screenshot shows a software interface for calendar setup. At the top, there are tabs: Calendar, Grade Levels, Schedule Structure, Terms, Periods, and School Mo. Below the tabs is a toolbar with icons for Save Period Schedules, New Period Schedule, and Delete Period Sched/Periods. The main area is titled 'Period Schedule/Periods Editor' and contains a table with one row labeled 'L1'. Below this is a section titled 'PeriodSchedule Info' which contains a table with the following data:

*Name	*Sequence	Instructional Minutes	Standard Day Minutes	School Day
L1	1	401	430	430

Below the table, there is a warning message: "Warning: Values in existing attendance records will be updated if you add or delete a period, modify a period's start or end time, or check or uncheck Standard Day. You may experience a delay upon saving these changes."

- ▶ If the School Day minutes appear to be calculating incorrectly, re-key the period schedule and then select the **Save Period Schedules** icon.

Kindergarten Attendance

Kindergarten (System Administration> Calendar>Calendar> Grade Levels)

Districts may have full or half-day Kindergarten classes or a combination of both. The state of Kentucky provides funding for 50% (half) of Kindergarten ADA even if a school district chooses full day of Kindergarten. This funding adjustment is made after submission of the SAAR to KDE.

The appropriate Kindergarten code is selected from the Kindergarten Code dropdown menu:

- BDK: Full and Half Day Kindergarten
- FDK: Full Day Kindergarten
- HDK: Half Day Kindergarten



Kindergarten Attendance

System Administrator
Corbin District Website
Infinite Campus University
Kentucky Dept. of Ed.
Parent & Student Portal

- Student Information
- Instruction
- Census
- Behavior
- Health
- Attendance
- Scheduling
- Fees
- Grading & Standards
- Medicaid
- Programs
- Ad Hoc Reporting
- User Communication
- Assessment
- ▼ System Administration
 - Attendance
 - Auditing
 - Batch Queue

Calendar **Grade Levels** Schedule Structure Terms Period

+ New Save Delete

Grade Level Editor	
Name	Seq
00	6
01	7
02	8

Grade Level Detail

Name (locked)
00

*Sequence Number
6

*State Grade Level Code
00: Kindergarten

Standard Day

Maximum Membership Days (<= instructional days)

Whole Day Absence (minutes)

Half Day Absence (minutes)

Maximum Approved School Choice Applications
0

Kindergarten Code
BDK:Full and Half Day Kindergarten

Exclude from cumulative GPA/Rank calculations
☐

Exclude from state reporting
☐

Exempt from Assignment
☐

Standard Code (SIF code)

Exclude from SIF reporting
☐



SAAR IC PDF Calculation

Calculation of SAAR AADA from IC PDF Report:

Base Aggregate Days Present (R7) + Adjustment
Aggregate Days Present (R7) + Last Year's SAAR AADA *
Number of Weather Days selected – Low attendance
Weather (RW) – Aggregate Days Present (R9) – Aggregate
Low Attendance Days Present (RL) divided by Number of
Days Taught minus 5.

SAAR IC PDF Calculation

- ▶ **Record 1** = Calendar
- ▶ **Record 2** = Enrollment/Reenrollment
- ▶ **Record 3** = Withdrawals
- ▶ **Record 5** = Ethnic Count (R2 – R3 = R5)
- ▶ **Record 7** = Aggregate Attendance: ‘Base Aggregate Days Present’
Total Adjustment Aggregate Days Present’ Total = RV, RS, RX
(additions to the base)
RV= Proficient attendance for virtual or performance based courses
RS= Eligible suspensions (a district may receive up to 10 days for a child who has been suspended)
RX= Eligible expulsions up to 175 days
- ▶ **Record 9** = Noncontract Over/Under Attendance: ‘Non Contract Aggregate Days Present’ is the amount of attendance for a student who was overage or underage that will be deducted from base (subtraction from the base).



SAAR IC PDF Calculation

- ▶ **Record H** = Home/Hospital: Already included in base attendance (R7). RH record comes to KDE for the Home and Hospital ADA calculation. This is a funded separately.
- ▶ **Record L** = Five Low Attendance Days: 'Aggregate Low Attendance Days Present Total' (subtraction from base). Record L equals the aggregate days attendance for the five (5) lowest attendance days district-wide, when all schools are in session. This information reduces the total aggregate days of attendance and the number of days taught prior to the calculation of average daily attendance (ADA).
- ▶ **Record W** = Ten Low Weather Attendance Days: 'Aggregate Low Weather Attendance Days Present' (addition to the base). The SAAR report reflects Full AADA with the no adjustment made for kindergarten. The aggregate day's attendance for both kindergarten and P-12 for each of selected number of low weather attendance a days will be replace by last year's kindergarten and P-12 AADA.



Quality Review and Assurance

Ethnicity Count

- ▶ Records 2 minus Record 3 = Record 5
 - ▶ SAAR Record 2 (Enrollment + Reenrollment)
 - ▶ SAAR Record 3 (Withdrawals)
 - ▶ SAAR Record 5 (Ethnicity Count)
- ▶ *Formula: Entries + Re-entries – Withdrawals = Ethnicity Count*

Review step: Run Records 2 and 3 of SAAR (PDF, All Calendars, Leave Date Range Blank)



Quality Review and Assurance

Enrolled Days vs. Scheduled Days

There are several scenarios when students *enrolled* days do not match their *scheduled* days. These include:

- Partial Day (Not fully funded)
- Virtual or Performance Based (School districts with Virtual and Performance based students do not receive attendance credit until a final grade of 'P' or 'Pass' is entered.)
- Early Release Days: scheduled minutes will be less than student day minutes.
- Schedule Gaps
- Students without a full schedule (e.g., fifth year senior)



Quality Review and Assurance

▶ Truancy

- The ADA/ADM 'Truancy mode' should equal 'Funding mode' for students who have a full schedule. Students without a full schedule are funded for the part of the day that they are scheduled.

▶ PDF AADA Report

- Use the SAAR AADA 2014 Calculator.xls spreadsheet.



SAAR Detail Reports

- ▶ Several SAAR reports have detail reports that provide additional information. The reports use the same selection criteria, attendance calculation and business logic as the primary records, but provide additional information at the student level to aid in troubleshooting and analysis. The detail reports provide school-level listings of individual students who appear on the corresponding SAAR records.
- ▶ Detail reports can be run by selecting the “Detail” option in the extract editor for any of the following records: RV, RS, RX, R9 and RH. (For detail-level information on R7, refer to the ADA/ADM Detail report.)
- ▶ Detail reports respond in the same manner as their primary records of SAAR for all extract editor features: ad hoc, grade, calendar select, school month selection, and date range.

SAAR Detail Reports

Superintendent's Annual Attendance Report (SAAR)

Superintendent's Annual Attendance Report (SAAR) Enrollment Report

The SAAR provides a summary of each district's attendance data for the entire school year. The Summary report types provide aggregate data suitable for state. The Detail report types provide student-level data for verification, analysis and reference.

Report Options
Report Type ☒ Detail ☐ Summary

Extract Format PDF
☒ Date Range ☐ School Month
Month 1 (08/05/2013 - 08/30/2013)
Month 2 (09/02/2013 - 09/27/2013)
Month 3 (09/30/2013 - 11/01/2013)
Month 4 (11/04/2013 - 12/03/2013)
Month 5 (12/04/2013 - 01/15/2014)
Month 6 (01/16/2014 - 03/05/2014)
Month 7 (03/06/2014 - 04/03/2014)
Month 8 (04/04/2014 - 05/01/2014)
Month 9 (05/02/2014 - 05/29/2014)
Month 10 (05/30/2014 - 06/12/2014)

Report Selection ☒ All Reports
☒ R9 Over/Under Attendance
☒ R9 Non-Contract Attendance
☒ RH Home_Hospital Attendance
☒ RV Virtual Performance Based Attendance
☒ RS Out of School Suspension
☒ RX Expulsion

Select Calendars ☒ All Calendars
13-14 Anderson County High Sch
13-14 Anderson County Middle S
13-14 Emma B. Ward Elementary
13-14 Ezra B. Sparrow Early Ch
13-14 Phoenix Academy
13-14 Robert B. Turner Element
13-14 Saffell Street Elementar
*CTRL-click and SHIFT-click for multiple
(Calendars: 7 Schools: 7)*
Select Students
☒ Grade ☐ Ad Hoc Filter
All Students
00
01
02
03
04
05
06
07
08

Generate Report Validation Report Submit to Batch

SAAR Detail Reports

- ▶ **R9 Over Age/Under Age Detail**
Students appear on the R9 detail report when they meet the criteria for the Over Age/Under Age sections of Record 9 (Non-Contract Over/Under Attendance).
- ▶ **R9 Non contract Detail**
Students appear on the R9 Non Contract detail report when they meet the criteria for the Non Contract sections of Record 9 (Non-Contract Over/Under Attendance).
- ▶ **RH Detail**
Students appear on the RH detail report when they meet the criteria for Record H (Home-Hospital Attendance). The detail report provides a student-level summary of attendance data using the same criteria and calculation as the primary record, Record H.



SAAR Detail Reports

- ▶ **RV Detail**

Students appear on the RV Detail report when they meet the criteria for Record V (Virtual/Performance). The detail report provides a list of students who are proficient.

- ▶ **RS Detail**

Students appear on the RS Detail report when they meet the criteria for Record S (Suspension Aggregate Attendance). The detail report provides a student-level summary of attendance data using the same criteria and calculation as the primary record, Record S.

- ▶ **RX Detail**

Students appear on the RX Detail report when they meet the criteria for Record X (Expulsion Aggregate Attendance). The detail report provides a student-level summary of attendance data using the same criteria and calculation as the primary record, Record X.



District Daily Attendance Report

The District Daily Attendance Report should be used to determine low attendance weather days. (*KY State Reporting > SAAR Report > District Daily Attendance*)

Example: Previous Year AADA = 1845.705

Date		Present	Absent	Total	%	Type
12/07/2010 ^L	Tu	1,277.50	79.50	1,357.00	5.9%	P
12/17/2010 ^{SL}	F	1,702.00	271.00	1,973.00	13.7%	R
02/03/2011 ^L	Th	1,751.50	211.50	1,963.00	10.8%	
02/07/2011 ^{SL}	M	1,770.00	194.00	1,964.00	9.9%	R
02/04/2011 ^L	F	1,780.00	183.00	1,963.00	9.3%	
01/14/2011 ^S	F	1,792.50	172.50	1,965.00	8.8%	R
01/10/2011 ^W	M	1,800.50	166.50	1,967.00	8.5%	L
02/02/2011 ^W	W	1,824.00	140.00	1,964.00	7.1%	L
01/31/2011	M	1,828.50	136.50	1,965.00	6.9%	
11/01/2010	M	1,833.50	143.50	1,977.00	7.3%	
12/09/2010	Th	1,833.98	147.50	1,981.48	7.4%	
01/19/2011	W	1,834.00	131.00	1,965.00	6.7%	
02/01/2011	Tu	1,834.50	130.50	1,965.00	6.6%	
11/23/2010 ^W	Tu	1,837.00	147.00	1,984.00	7.4%	L
11/16/2010	Tu	1,839.00	137.00	1,976.00	6.9%	
02/15/2011	Tu	1,844.50	127.50	1,972.00	6.5%	
12/10/2010	F	1,845.00	135.00	1,980.00	6.8%	
01/24/2011	M	1,845.50	118.50	1,964.00	6.0%	
01/28/2011	F	1,846.50	124.50	1,971.00	6.3%	
12/06/2010	M	1,848.98	134.50	1,981.48	6.8%	
01/25/2011	Tu	1,850.50	113.50	1,964.00	5.8%	
11/15/2010	M	1,853.00	123.00	1,976.00	6.2%	
02/18/2011	F	1,855.50	118.50	1,974.00	6.0%	
02/16/2011	W	1,856.50	118.50	1,975.00	6.0%	

^S Shorten Day ^L Low Attendance Day ^W Low Weather Day

After the five (5) lowest attendance days are deducted, a district may request an adjustment for up to ten (10) additional days when district attendance was low due to weather-related conditions *if all schools were in session*. The district average daily attendance on these dates must be lower than the prior year average daily attendance ADA for the adjustment to be approved.

If the district's request is approved, the aggregate attendance for each day is deducted and replaced with prior year average daily attendance (ADA), prior to calculating the district's ADA. A district must keep documentation in the central office supporting the weather-related conditions that impacted attendance.

District Daily Attendance Report

The records below will not be available when the 'state format fixed width' (text file) is run. The records will be populated on **R7** under the column '**Adjusted Aggregate Days**'. All are additions to the base.

- ▶ **Record V** = Virtual: Virtual Proficient Aggregate Attendance Days' attendance for students who receive a proficient (pass) grade are populated on this record.
- ▶ **Record S** = Suspended: Eligible (10 day) Out of School Suspension Aggregate Absent Days (SSP3) attendance for students who have been suspended appear on this record (up to 10 days per student).
- ▶ **Record X** = Expulsion: 'District Eligible Expelled Aggregate Absent Days (SSP1 + SSP2) attendance for students who have been expelled appear on this record, up to 175 of eligible expulsion per student



Steve Young Cheri Meadows

The SAAR provides a summary of each district's attendance data for the entire school year. The Summary report types provide aggregate data suitable for state reporting. The Detail report types provide student-level data for verification, analysis and reference.

Report Options

Report Type

☐ Detail
☒ Summary

Extract Format

PDF

☒ Date Range

To

☐ School Month

☐ Month 1 (08/05/2013 - 08/30/2013)
☐ Month 2 (09/02/2013 - 09/27/2013)
☐ Month 3 (09/30/2013 - 11/01/2013)
☐ Month 4 (11/04/2013 - 12/03/2013)
☐ Month 5 (12/04/2013 - 01/15/2014)
☐ Month 6 (01/16/2014 - 03/05/2014)
☐ Month 7 (03/06/2014 - 04/03/2014)
☐ Month 8 (04/04/2014 - 05/01/2014)
☐ Month 9 (05/02/2014 - 05/29/2014)
☐ Month 10 (05/30/2014 - 06/12/2014)

Report Selection

☒ All Reports

Last Year's Full SAAR ADA

☒ R1 School Calendar (Annual report)
☒ R2 Enrollment / Reenrollment (Annual report, enrollments count)
☒ R3 Withdrawals (Annual report, withdrawals count)
☒ R5 Ethnic Count (Active students on the end date of 10th school Month)
☒ R7 Aggregate Attendance
☒ R9 Non-Contract / Over Age - Under Age Attendance
☒ RH Home Hospital Attendance
☒ RL Five Low Attendance Days
☒ RW Ten Low Attendance Weather Days

No Low Weather Days have been set.

☒ RV Virtual Performance Based Attendance
☒ RS Out of School Suspension
☒ RX Expulsion
☒ District Daily Attendance

Generate Report

Validation Report

Submit to Batch

Select Calendars

☒ All Calendars

13-14 Anderson County High Sch
13-14 Anderson County Middle S
13-14 Emma B. Ward Elementary
13-14 Ezra B. Sparrow Early Ch
13-14 Phoenix Academy
13-14 Robert B. Turner Element
13-14 Saffell Street Elementar

CTRL-click and SHIFT-click for multiple
(Calendars: 7 Schools: 7)

Select Students

☒ Grade

All Students
00
01
02
03
04
05
06
07
08

☐ Ad Hoc Filter

Specify 5 Low Attendance Days

Load 5 Low Att. Days

Clear

Creating the SAAR State Format Fixed Width

Steps:

1. Extract Format should be set to State Format (Fixed width)
2. Select Date Range and leave the date range blank
3. Report Types should be marked as All Reports
4. Enter in last year's Full SAAR AADA (relative for low attendance weather days)
5. Select Calendars should be marked as All Calendars
6. Generate Report
7. File name should be saved as SAARXXX.YY (XXX = District Number, YY= School Year) Example: SAAR011.14
8. Submit file to KDE.

The same process as listed above should also be completed to generate the SAAR PDF for verification purposes. The SAAR PDF should be generated immediately following the SAAR State Format report. If the SAAR PDF is completed at a later time, the information on the two reports may not match. Select the *Extract Format as PDF* with no other changes and generate the reports. Save these reports in the event they are needed for comparison purposes.



Submission of the SAAR to KDE

Each district's SAAR State Format file is submitted via a Website link on the KDE Web site at: <http://odss.education.ky.gov/saar/>

Kentucky.gov KY Agencies | KY Services | Search KDE for ? Go

KENTUCKY DEPARTMENT OF EDUCATION
Every Child Proficient and Prepared for SUCCESS

About Schools & Districts | Instructional Resources | Administrative Resources | Site Map

Home

Steve Young
502.564.5279
[email](#)

[SAAR Error Checks document](#)

[Growth Factor Error Checks document](#)

[January Growth Factor Error Checks document](#)

SAAR

Step 1: Locate the file

Press the "Browse" button and navigate to where your file is located. Only files named **SAAR [district number]14** are accepted. The file you are submitting here is the 'State Format' (fixed width) from your student information system. Please **do not** send any PDF documents via this site.

Step 2: Check your file

Press the "check file" button to send your file to be error checked and continue to Step 3. The error guide document on the left hand side of this page will show a list of all potential errors.

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Submission of the SAAR to KDE

The file is submitted and goes through the error check process.

Any errors found are listed on the page.

Step 3: Review any errors

Below you will find any errors in your file. If there are errors, please correct them in your file and start over at Step 1. Steps 1 – 3 can be completed as many times as necessary. If no errors are present please continue to Step 4. If you complete step 4 your file will be locked and no new submissions can be made until KDE unlocks the file. If you need to resubmit, please [email the KDE Attendance Mailbox](#). If you need assistance with an error please contact steve.young@education.ky.gov.

Errors must be corrected before the submission process is complete. (School district personnel may consult with the KDE SAAR contact person for questions regarding errors.)



Submission of the SAAR to KDE

Once errors are corrected the submission process is completed via the KDE Web site.

Step 4: Submit your file

If everything is satisfactory, enter your email, district and any comments you want to send, then press the "submit file" button. Please put your phone number and the names of any additional people to be notified in the comments field. **REMINDER:** Once submitted, the file will have to be reset by KDE if a new submission is needed.

* your email

* your name

* your phone

* your district

* your Superintendent's name

* your DPP's name

* your Finance Officer's name

comments

submit file



Submission of the SAAR to KDE

Thank you for your submission. KDE has been notified to review your data.

Step 5: Summary Reports

The submitted report will be reviewed and analyzed. KDE will generate your SAAR Summary Report and email your district a copy.

Step 6: Verification

Once you receive the SAAR Summary please review the contents carefully. If the summary report is satisfactory, **please reply via email KDE with an official statement of verification.** The SAAR will not be considered complete until KDE receives an official statement of verification.

Once your file is submitted it is reviewed at KDE. Your district will be contacted if KDE finds any discrepancies. KDE will send the SAAR Summary back to you for verification. Once all districts have sent KDE an official email message verifying their SAAR the process is complete.



Submission of the SAAR to KDE

Error Guide

A SAAR Error Check document is available from the KDE SAAR file submission Web site.

<http://odss.education.ky.gov/saar/>

Common errors are listed on the slides that follow.



Submission of the SAAR to KDE – Common Error Codes

▶ Record 1 Error codes:

- ("Calendar opening day is not equal to 1")
- ("Calendar closing day is not equal to 1")
- ("Calendar beginning date cannot be blank")
- ("Calendar ending date cannot be blank")
- ("Calendar holidays greater than 4")
- ("Calendar disaster days greater than 0") – Use of disaster days must be approved.
- ("Calendar total days less than 185")
- ("Sum of calendar days not equal to total days")

▶ Record 2 Error codes:

- ("Entries + Re-entries – Withdrawals not equal to total of Males and Females in Record 5")

▶ Record 3 Error codes:

- ("W17 count that is not Grade EL (00)")

▶ Record 7 Error codes:

- ("No matching Record 2 (enrollment) for this Record 7 (attendance/absence)")
- ("No matching Record 1 (calendar) for this Record 7 (attendance/absence)")
- ("FD, BD, or HD used for grade that is not EL (00)")



Submission of the SAAR to KDE – Common Error Codes

▶ Record 9 Error codes:

- ("Non-contract student count entered without attendance")
- ("Non-contract attendance entered without student count")
- ("Over/underage student count entered without attendance")
- ("Over/underage attendance entered without student count")

▶ Record L Error codes:

- ("Number of low attendance days not equal to 5")

▶ Record W Error codes:

- ("Number of weather related low days greater than 10")

▶ Record H Error codes:

- ("Home Hospital attendance entered without student count")
- ("Home Hospital student count entered without attendance")
- ("Home Hospital days taught greater than days taught on Record 1")



KDE Contact Information

KDE is available for questions during the SAAR submission process. Please contact Steve Young at 502-564-5279 or via email at steve.young@education.ky.gov for information and assistance.





Health Reports

Garnetta Barnette, Systems Consultant IT
Karen Erwin, Education School Nurse Consultant
Office of Administrative Support
Division of District Support

KY Student Health Screening Report

KY Student Health Screening Report

The purpose of the KY Student Health Screening report is to verify numbers collected at KDE and displayed on the school report card.

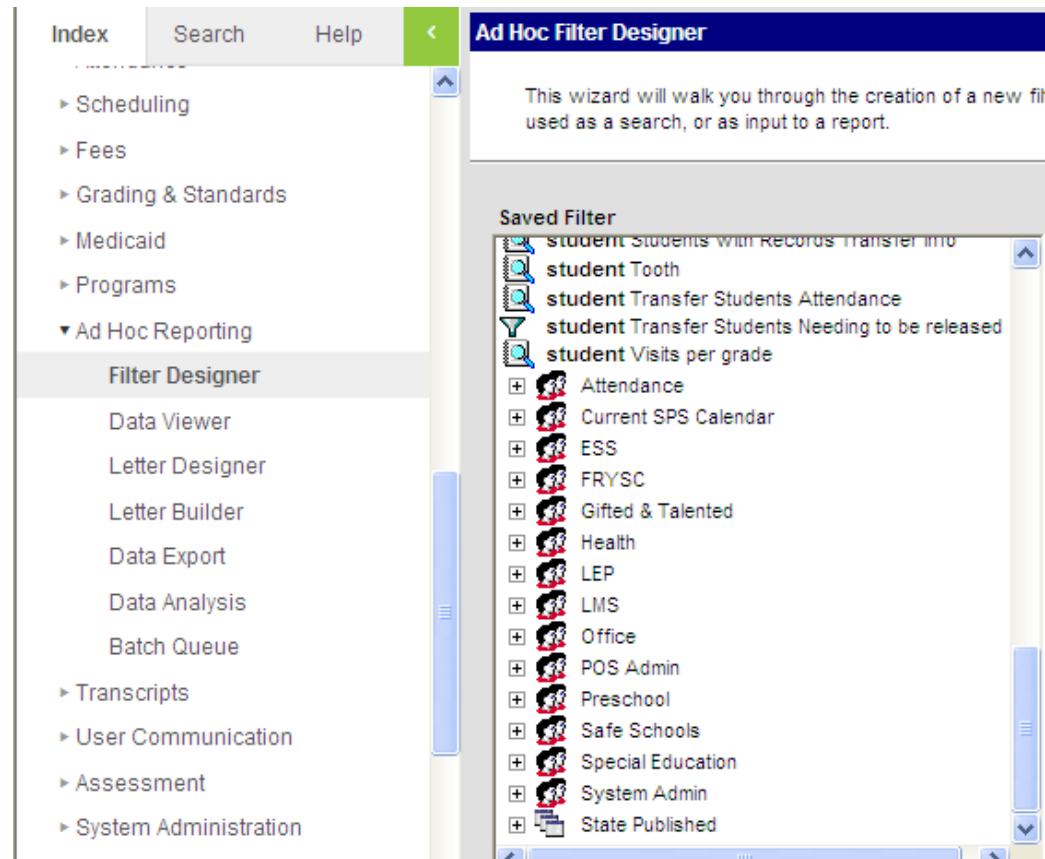
If the numbers appear to be too low run the state published Health ad hoc queries to determine which students are included in the counts.

This report may take several minutes to render. Please do not click Generate Report more than once.

PDF ▾

Generate Report

State Published Ad Hoc Reports



Copy the ad hoc filter

Saved Filter

- student FRAM Transposed Meal Eligibility Dates
- student G&T Invalid General Intellectual Ability
- student G&T Invalid gifted category
- student G&T Invalid Primary Talent Pool
- student G&T Invalid Specific Academic Aptitude
- student G&T student list
- student Health Audit - Invalid Dental Record**
- student Health Audit - Invalid Hearing Record
- student Health Audit - Invalid Vision Record
- student HEALTH Audit Grade 00 with no Physical
- student HEALTH Audit Grade 00 with no Vision
- student HEALTH Audit Grade 06 w/no Physical
- student HEALTH Conditions with 6 or more Abs
- student HEALTH-Grade 00 Dental Exams 13-14
- student HEALTH-Grade 00 Dental Referrals 13-
- student HEALTH-Grade 00 Dental Screenings 1
- student HEALTH-Grade 00 Physical Exam 13-1

Search Edit Test **Copy** Delete Export

Create a new Folder

Health Audit - Invalid Dental Record

If a dental record does not indicate if it is a screening or an exam, it can not be counted as either. They will not be counted on the KY Student Health Screening Report. Please review these records and if the student did not have a dental screening or exam, remove the date. If they were checked, please choose the correct type in the Test Type dropdown.

Filter Version 1, Last Updated 01/23/2014

Create New

Filter Type	Data Type
<input type="radio"/> Query Wizard	<input type="radio"/> Student
<input type="radio"/> Selection Editor	<input type="radio"/> Census/Staff
<input type="radio"/> Pass-through SQL Query	<input type="radio"/> Course/Section

Create

Edit the ad hoc filter

Ad Hoc Query Wizard - Field Selection

Select fields to use for creating a filter for which logic and output formatting may be field to the Selected Fields window. To remove a field from the Selected Fields window, click the X button; however, the sequence can be changed on the Output Formatting window.

[Field Selection](#) > [Filter Parameters](#) > [Output Formatting](#) > [Grouping and Aggregation](#)

*Query Name:



Short Description:


Save To: ☐ User Account

☒ User Groups

Health Audit – Invalid Dental Record

Screening Detail















*Date: 01/13/2014  *Type: Dental 

Comments: 

Screening Categories:

- ☒ Sports Physical
- ☒ Height/Weight and Vital Signs
- ☒ Vision
- ☒ Hearing
- ☒ Early Childhood Screening
- ☒ Child and Teen Checkup
- ☒ Developmental, Social and Emotional
- ☒ Speech
- ☒ Tuberculosis
- ☒ Scoliosis
- ☒ Dental

Dental Section:


Date	Dental Sealants Present	Caries History	Untreated Caries	Soft Tissue Pathology
				
Malocclusion	Restorative Care	Preventative Care		
				
Urgent Treatment				
				
Dental Other	Dental Waiver Date	Dental Waiver Reason		
				
	Test Type	Referral Date		
				


Test Type dropdown menu:


- E: Dental Exam
- S: Dental Screening

Health Audit – Invalid Hearing Record





















Screening Detail

*Date: 09/12/2013 

*Type: Vision/Hearing 

Comments: 

☒ Sports Physical
☒ Height/Weight and Vital Signs
☒ Vision
☒ Hearing



Date	Status	Otoacoustic Emissions	Type
09/12/2013 			
250 R 500 R 1000 R 2000 R 4000 R 6000 R 8000 R	Tympanometry R		
      			
250 L 500 L 1000 L 2000 L 4000 L 6000 L 8000 L	Tympanometry L		
      			

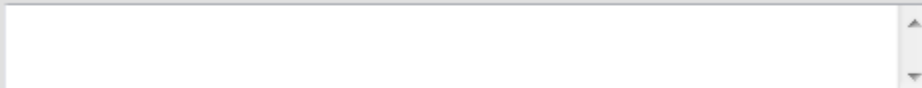
☒ Early Childhood Screening

O: Original
 OE: Outside Exam
 RS: Re-Screen
 R: Referral
 SE: Special Ed Exam

Health Audit – Invalid Vision Record

Screening Detail











***Date** 07/30/2013  ***Type** Vision 

Comments 

Sports Physical

Height/Weight and Vital Signs

Vision

Date 08/07/2012 	Status P: Pass 	Test Type  E: Vision Exam S: Vision Screening External Inspection
Acuity R 20/ 	Acuity L 20/ 	
Color Vision 	Cover Test 	
Corneal Reflex 	Referral Date 	

HEALTH Audit Grade 00 with no Physical Exam

Type	Date	Comments
Vision	03/09/2013	
Dental	07/23/2013	
Child & Teen Checkup	11/04/2013	

Screening Detail

*Date: 11/04/2013 *Type: Child & Teen Checkup

Comments:

- Sports Physical
- Height/Weight and Vital Signs
- Vision
- Hearing
- Early Childhood Screening
- Child and Teen Checkup

Date of Exam: 11/04/2013 Type: I: Initial Entry

Location: D: Doctor Status: N: Normal Healthcare:
- Developmental, Social and Emotional

Date: 11/04/2013 Development Status: Development Test: Social/Emotional Status:
- Speech
- Tuberculosis
- Scoliosis
- Dental

HEALTH Audit Grade 00 with no Vision Exam

Screening Detail	
*Date	*Type
05/28/2012	Child & Teen Checkup
Comments	
physical	

Sports Physical				
Height/Weight and Vital Signs				
Date	Height	Weight	BMI	BMI Percentile
05/28/2012	inches	lbs.		%
	Blood Pressure	Pulse	Respiration	
Vision				
Date	Status	Test Type		
05/28/2012				
Acuity R	Acuity L	Cor Lens		
20/	20/			
Color Vision	Cover Test	External Inspection		
Corneal Reflex	Referral Date			
Hearing				
Date	Status	Otoacoustic Emissions	Type	

HEALTH Audit Grade 06 w/no Physical Exam

Screening History		
Type	Date	Comments
Child & Teen Checkup	07/27/2006	Initial Entry Physical
Vision/Hearing	08/01/2006	
Vision/Hearing	08/23/2007	
Vision/Hearing	08/22/2008	
Vision/Hearing	08/22/2008	
Hearing	09/03/2009	Batch Entry

Screening Detail	
*Date 07/27/2006	*Type Child & Teen Checkup
Comments Initial Entry Physical	

Sports Physical		
Height/Weight and Vital Signs		
Vision		
Hearing		
Early Childhood Screening		
Child and Teen Checkup		
Date of Exam 07/27/2006	Type I: Initial Entry	
Location	Status N: Normal	Healthcare
Developmental, Social and Emotional		
Speech		
Tuberculosis		
Scoliosis		
Dental		

State Published Ad Hoc Reports

- ▶ The ad hoc queries below need to be edited with dates specific to your district or you will produce an error.
 - HEALTH–Grade 06 Physical Exam 13–14
 - HEALTH–Hearing Screenings 13–14
 - HEALTH–Vision Referrals 13–14
 - HEALTH–Vision Screenings 13–14



Editing the dates

Filter the data

ID	*Field	Operator	Value
1	student.stateID		
2	student.lastName		
3	student.firstName		
4	sch.name		
5	activeEnrollment.grade	=	06
6	activeEnrollment.endDate	IS NULL	
7	screening.screeningDate	BETWEEN	DATE start of school minus one y THROUGH DATE 10/15/2013
8	screening.screeningType	=	Child & Teen Checkup
9	activeEnrollment.serviceType	=	P

Add

Questions



- ▶ For questions contact:
 - Garnetta Barnette, Systems Consultant
Office of Administrative Support
garnetta.barnette@education.ky.gov
502-564-5279 ext. 4419
 - Karen Erwin, School Nurse Consultant
Office of Administrative Support
karen.erwin@education.ky.gov
502-564-5279 ext. 4457



Amended Calendar Submission

Cheri Meadows, Branch Manager
Garnetta Barnette, Systems Consultant IT
Office of Administrative Support
Division of District Support

Objective

- ▶ Ensure that school districts use the correct procedures for successful submission of their 2013–14 Amended School Calendars.
- ▶ Calendar compliance issues may include:
 - *Weather days, Emergency hours, Make-up days, Break days, Disaster days, Teacher equivalency days, Holidays, etc.*

Amended Calendar Facts

The Amended Calendar must be submitted to KDE prior to June 30 in accordance with 702 KAR 7:125. The calendar is verified for compliance with statutes, regulations, and legislation established by the KY General Assembly.

- ☐ Amended Calendars are verified by KDE to ensure that mandatory requirements are met.
- ☐ All Amended Calendars must be submitted electronically through the KDE Web Application: <http://apps.kde.state.ky.us/login>
- ☐ If you need help with accessing this site or with user name/password assistance please contact your district WAAPOC (Web Application Administrator Point of Contact). Information regarding WAAPOC's can be found at the following Web site: [WAAPOC School District Contacts](#)
- ☐ 2013–14 Amended Calendars can be submitted to KDE after the last day of the school term.



Amended Calendar Requirements

- ▶ 2014 HB 211 – School calendars
- ▶ HB 211, as recently enacted by the General Assembly, provides flexibility for school districts to adjust school calendars in order to provide 1,062 hours of instruction. In the event that this number of hours cannot be met despite the best efforts of the district, the district may request a waiver in order for the last instructional day to occur on June 6, 2014

Waiver Contact: Kay Kennedy 502-564-3930, ext. 4433



Preparing the Amended Calendar in Infinite Campus & Creating the File for Data Submission

Once the 2013–14 Amended Calendar is revised in Infinite Campus it will be beneficial to run following reports prior to creating and submitting the Amended Calendar.

Calendar Edits Report

Generate the Calendar Edits Report

Path:

Index>KY State Reporting>
Edit Reports> Calendar Edits
Report

Instructions:

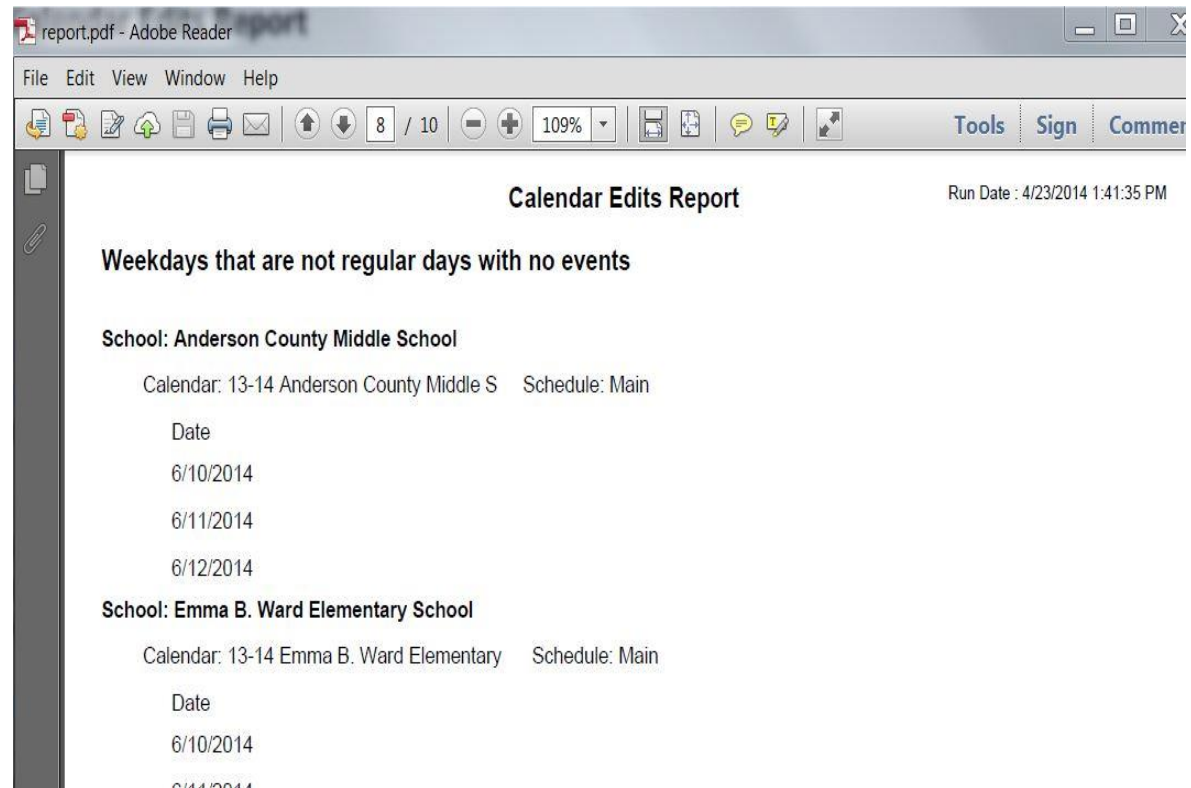
Select the school year and
“All Schools” or a single
school at the top of the
screen.

Click Generate Report.

The screenshot shows the Infinite Campus District Edition web interface. At the top, there's a green header with the Infinite Campus logo and 'District Edition'. Below the header, there are three dropdown menus: 'Year' set to '13-14', 'School' set to 'All Schools', and 'Calendar' set to 'All Calendars'. A navigation menu on the left includes 'Index', 'Search', and 'Help'. Under 'Index', there's a sub-menu for 'KY State Reporting' which includes 'Edit Reports'. The 'Calendar Edits Report' is selected and highlighted. The main content area has a blue header 'Calendar Edits Report' and contains the following text: 'This report may take several minutes to render. Please do not click Generate Report more than once.' followed by 'The purpose of the calendar edit report is to identify calendars that have some of the following errors:'. A list of errors follows: 'a. School months that do not cover all days in the calendar.', 'b. A Day Event (not Regular or Low Weather) that is marked for attendance.', 'c. School Months with other than 20 days.', 'd. Identify number of Opening days, Closing Days, Holidays, Professional Development days, and Makeup days in each calendar.', and 'e. No non-instructional minutes for lunch on every period structure.'. Below this list, it says 'The user will use this report to identify and correct those calendars found in each section of the report.' At the bottom right of the main content area is a 'Generate Report' button.

Calendar Edits Report

- Days with more than 1 event
- Days Outside of School Months
- Day Event Attendance
- School months with other than 20 days: Listing any month that does not meet the 20 day rule.
- **Event Existence:** The number of Opening, Closing, Makeup, Holidays and Professional Development days.
- **Missing Lunch Minutes:**
- A schedule that is missing lunch minutes
- **Weekdays that are not regular days with events:** It will note if a school day is not marked as an event (other than a regular day).



Calendar Summary Report

Path:

Index>KY State Reporting>
KDE Reports> Calendar
Summary

Instructions:

Select the school year and “All Schools” or a single school at the top of the screen. Click Generate Report.

The Calendar Summary Report indicates the following:

- number of six hour days
- any shortened days
- total instructional hours
- the amount of banked time for each calendar

The screenshot shows the Infinite Campus District Edition web interface. At the top, there's a green header with the logo. Below it, a navigation bar contains dropdown menus for 'Year' (set to 13-14), 'School' (set to All Schools), and 'Calendar' (set to All Calendars). A left sidebar menu lists various reports, with 'Calendar Summary' highlighted. The main content area has a blue header 'Calendar Summary' and a message: 'This report may take several minutes to render. Please do not click Generate Report more than once.' Below this, another message states: 'This report lists the 6-hour days and shortened days in the calendar. It gives total hours for the calendar and any banked hours.' There is a 'PDF' dropdown and a 'Generate Report' button.

Note: District will need to give whomever creates calendars access to this report.

Calendar Report

Generate the Calendar Report in IC

Path: Index>System
Administration>Calendar

Instructions:

Select Days Tab and then select Print Icon.

About the Calendar Report:

The Calendar Report will capture the entire school year in one snapshot.

Highlighting the Non -Instructional Days and Non -School Days assigned.

The Total Instructional, Non-Instructional, Non-School Days and Minutes that are reflected at the bottom of the sheet are not correct for Kentucky schools. KDE has requested that the numbers be removed from the report to avoid confusion.

Month	Su	Mo	Tu	We	Th	Fr	Sa
July							
August							
September							
October							
November							
December							
January							
February							
March							
April							
May							
June							

Summary Statistics:

Category	Days	Minutes
Total Instructional	168	64800
Total Non-Instructional	18	14220
Total Non-School	179	49770



Extracting the Calendar File from Infinite Campus

Generating the Calendar Data File in IC

Path: Index > KY State Reporting > Calendar Report

Instructions

Complete the following drop downs:

- Is Amended Calendar: Yes
- Calendar Type: Regular
- Board Approval Date: XX/XX/2014
- Exclude Calendars with state exclude: Yes
- Format: State Format (Fixed Width)
- Select Calendars button: list by year

CTRL-click or SHIFT-click to select all required calendars to be submitted for 13-14

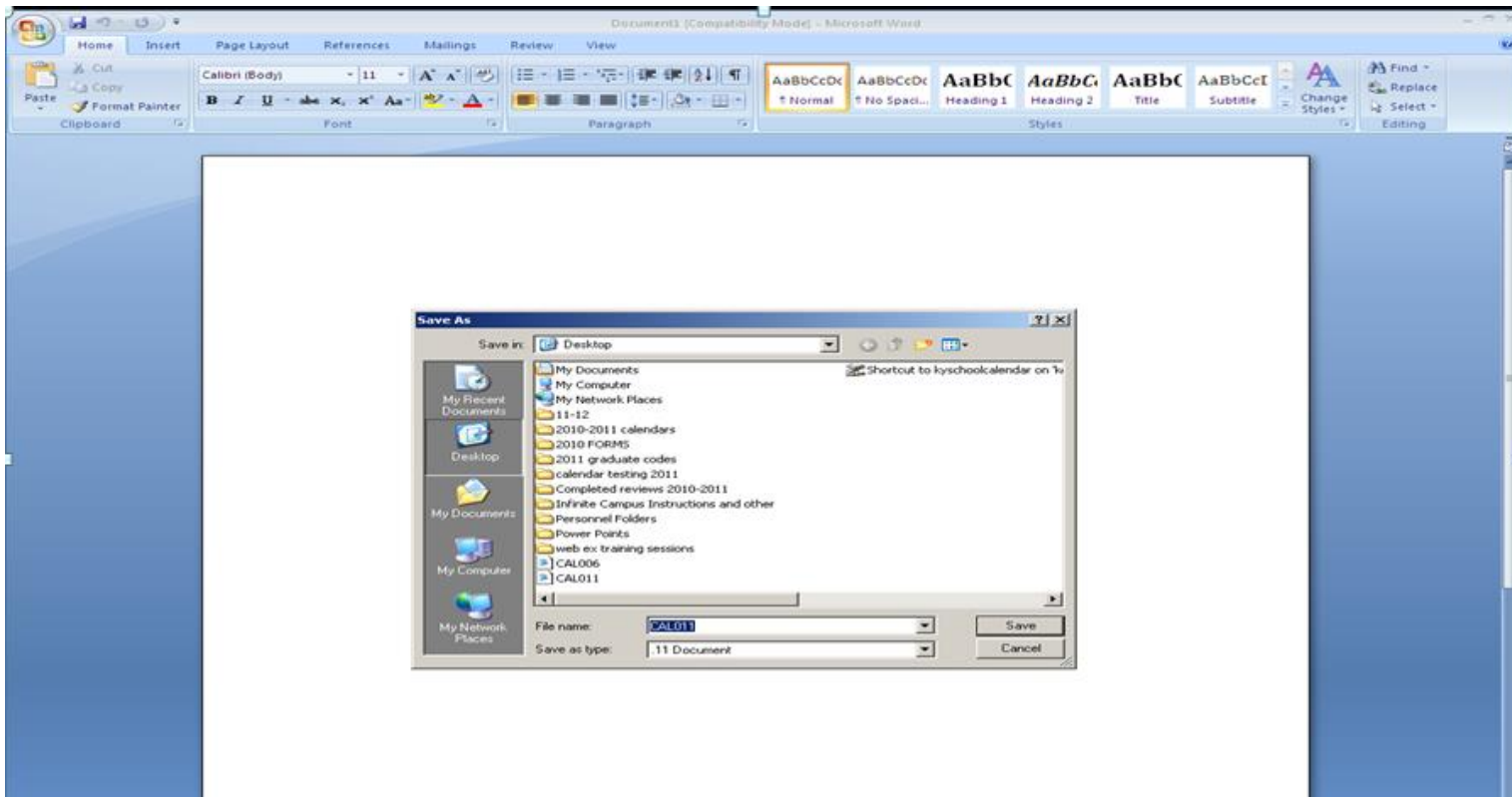
Click Generate Extract Button

The screenshot shows the Infinite Campus District Edition interface. At the top, there's a green header with the Infinite Campus logo and 'District Edition'. Below this, there are dropdown menus for 'Year' (13-14) and 'School' (Anderson County Middle School). A navigation bar includes 'Index', 'Search', and 'Help'. The 'Index' menu is open, showing a list of reports: 'Gifted and Talented Detail', 'Gifted Benchmark Report', 'KEES Audit', 'KEES Eligibility', 'Missing or Invalid Course', 'Persistence_to_Graduation', 'Restraint or Seclusion', 'Schedule Gap', 'SEEK At Risk ADM', 'SPED EOY Behavior Data', 'SpEd_Evaluation_Detail', 'Student Census', 'Student Voice - Educator E', 'Student Voice - Educators', 'Student Voice - Response', 'Calendar Report' (highlighted), 'Dual Enrollment Cap Summary', 'Extended School Services Repo', 'FRYSC Group Program Report', 'FRYSC State Report', 'Growth Factor', 'IDEA Dec 1 Count Extract', 'KEES Report', and 'LEAD Extract'. The main content area is titled 'KY Calendar Report'. It contains a text box with instructions: 'This tool will extract data to complete the KY Calendar Report. Choose the State Format to get the file in the state defined Fixed Width format, otherwise choose one of the testing/debugging formats.' Below this are several form fields: 'Is Amended Calendar' (Yes), 'Calendar Type' (Regular), 'Board Approval Date' (04/23/2014), 'Exclude Calendars with state exclude' (Yes), and 'Format' (State Format (Fixed Width)). There is a 'Generate Extract' button. To the right, there's a 'Select Calendars' section with the question 'Which calendar(s) would you like to include in the report?'. It has three radio buttons: 'active year' (selected), 'list by school', and 'list by year'. Below this is a list of calendars for '13-14': '13-14 Anderson County High Sch', '13-14 Anderson County Middle S', '13-14 Emma B. Ward Elementary', '13-14 Ezre B. Sparrow Early Ch', '13-14 Phoenix Academy', '13-14 Robert B. Turner Element', and '13-14 Saffell Street Elementar'. At the bottom right, there's a note: 'CTRL-click or SHIFT-click to select multiple'.



Calendar File Format Instructions

Save As window will pop up and will by default have the File Name and Save as type correct. Note the location of where this file will be saved so it can be retrieved for uploading to KDE. The file name and type must be CALXXX.14 (XXX=District number)

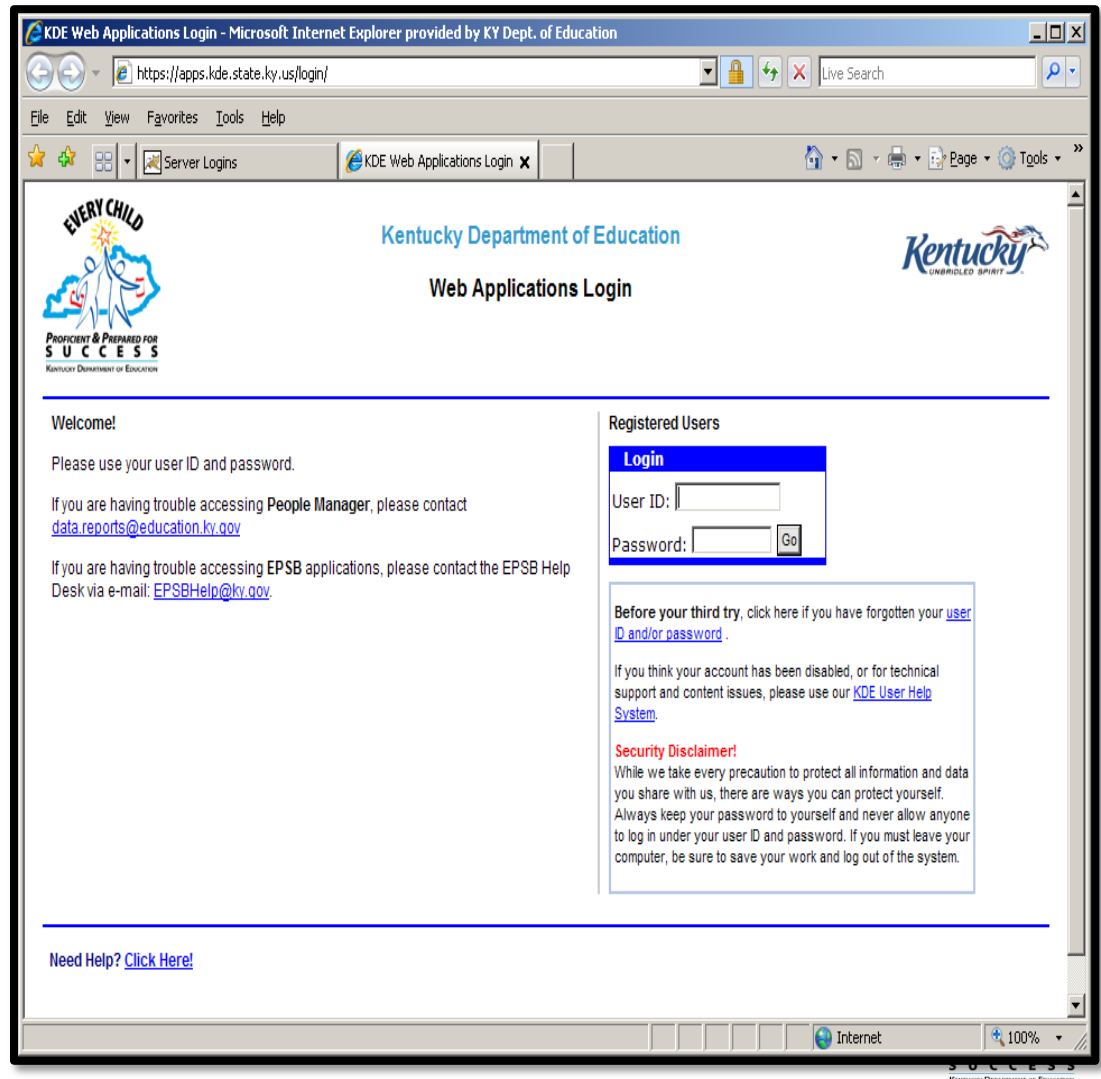


Preparing for Calendar Submission in KDE Web Application

KDE-Web Application Menu for Calendar File Submission Instructions:

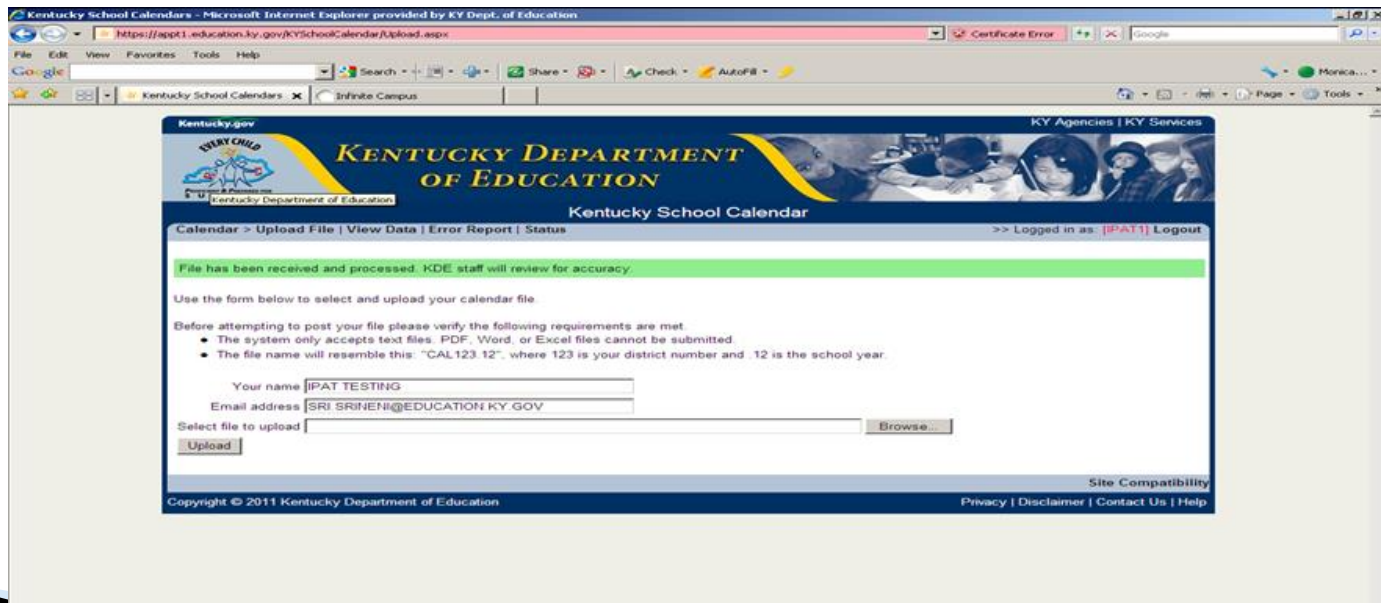
- Open Internet Browser and type in the URL address
<http://apps.kde.state.ky.us/login>
- Enter your KDE web User ID and Password and click on “Go” button.
- After successful login, the web applications menu appears. Click on the link Kentucky School Calendar and this will take you to the file submission window.

Note: If there are issues with logging in or the user name/password please contact your district WAAPOC.



Process of Uploading File to KDE

- The Upload File page appears as shown in the picture below.
- Use the “Browse” button to locate the Calendar file that was saved in Infinite Campus.
- *Note: The file name should resemble “CALxxx.yy” where xxx stands for 3-digit district code and yy stands for 2-digit calendar year.*
- After selecting the file to submit, click on the “Upload” button.
- A message will appear on the screen in green, indicating the file was successfully uploaded. The system will notify KDE that the file has been submitted successfully.
- If your file submission was successful you can “Logoff” to sign out of the application.



Automated Email Notice to Districts

- ▶ An automated e-mail message will be forwarded to the submitter that the file was successfully submitted to KDE.
- ▶ Auto Error Return will identify errors in the district's calendar submission and will send an automated approval or rejection notice by e-mail.
- ▶ The Auto Error Return system will not allow multiple calendar submissions to prevent overlap.



Amended Calendar Review by KDE

- ▶ The Amended Calendar is reviewed manually by KDE field staff to verify the mandated requirements. If the calendar does not meet the requirements, the submitter will be notified to correct and resubmit.
- ▶ If the school district has changed the Amended Calendar and needs to resubmit the file, a request for re-submittal must be obtained from the assigned KDE field staff consultant. To prevent an overlap, the calendar application will not permit a district to submit a calendar more than once unless KDE is gives permission.



What Happens if the Amended Calendar File is Rejected?

- ▶ An error listing will be generated by the Calendar Application indicating the file errors.

The screenshot shows a web browser window displaying the Kentucky Department of Education's School Calendar application. The page title is "Kentucky School Calendar" and the URL is "https://appt1.education.ky.gov/KYSchoolCalendar/ErrorReport.aspx?F=CAL011.11&y=2011&c=011&a=Y". The page features the Kentucky Department of Education logo and navigation links. The main content area displays an error report for District Code 011, School Year 2011, with a process date of 4/20/2011 9:33:06 AM. The report lists several errors related to "Invalid Days in School Attendance Month (Not between 0 and 20)".

Line Number	Sch Code	Calendar Date	Error Desc	Error Detail
217	120	052511	Invalid Days in School Attendance Month (Not between 0 and 20)	21
444	020	052511	Invalid Days in School Attendance Month (Not between 0 and 20)	21
671	025	052511	Invalid Days in School Attendance Month (Not between 0 and 20)	21
898	110	052511	Invalid Days in School Attendance Month (Not between 0 and 20)	21
1125	022	052511	Invalid Days in School Attendance Month (Not between 0 and 20)	21
1352	050	052511	Invalid Days in School Attendance Month (Not between 0 and 20)	21

Download report in [Excel format](#).

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- ▶ The list of errors will indicate the type of errors and where the error is.
- ▶ The error(s) must be corrected, rerun your calendar edit reports, then resubmit.

Common Errors

- ▶ Gaps in school months. Check your school month ranges to make sure there are no gaps in the school months. Be sure to include all marked days in your 10th month calendar month range.
- ▶ There must be 20 days in each school month excluding the 10th month, it can be less.
- ▶ Days in calendar cannot have more than one Day Event Type.
- ▶ “Invalid day of the week, not 1–5”. This is indicating that a Saturday or Sunday is selected as a school day.
- ▶ Not using the edit reports before submitting your 2013–14 Amended Calendar.



Common Errors

- ▶ Hours/Days: A calendar must consist of a minimum of 1,062 hours of instruction.
- ▶ Day Event Types are entered for Mondays through Fridays only. No weekdays should be omitted or ‘Xed’ out in the Amended Calendar.
- ▶ Each week day (other than a regular day) must have an event type.
- ▶ There should be no “Make-up” days reported on the Amended Calendar. KDE staff enters this information manually during the Amended Calendar submission process.

Student Tracking, Health and Pupil Transportation Branch

KDE Field Staff Consultants

RUTH YATES

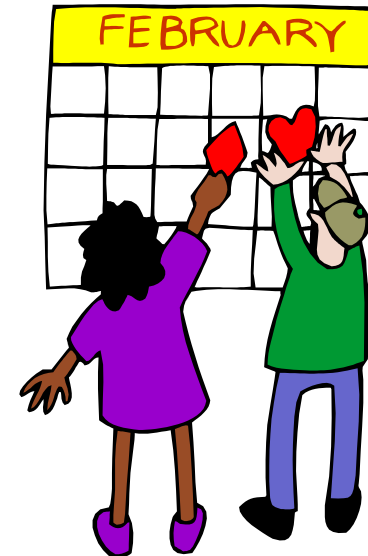
859-583-3417

SCOTT ROSE

606-776-0798

SHEILA HARNED

270-705-9158





Other Resources and Closing

Becky Jenkins

KIDS, Division of Enterprise Data